About the Manuals for the Machine

The manuals for this machine are divided as follows. Please read them to suit your needs.

For Basic Use Troubleshooting	Reference Guide	
For Basic Copying For Convenient Copying	**Copying Guide** **(This Document)**	
For Remote UI Use	Remote UI Guide	CD-ROM
For Setting Up the Network Connection	Setup Guide	
For Printer Use	PS/PCL Printer Guide	CD-ROM
For Installing Printer Driver	PS Driver Guide PCL Driver Guide	CD-ROM
For Connecting and Setting the Network	Network Guide	CD-ROM

- The product illustration on the cover may differ slightly from your product.

CD-ROM The volumes marked with this symbol are PDF manuals included in accompanying CD-ROMs.

How This Manual Is Organized

Chap 1 Basic Copying

Chap 2 Useful Copy Functions

Chap 3 Setting/Storing Specifications of the Copy Function

Chap 4 Appendix

- Some of the data contained herein may not exactly reflect the current model of the particular product with which this manual has been included. If you have a need for an exact specification, please contact Canon for the current specification.
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How to Use This Manual

Symbols Used in This Manual

Symbols are used in this manual for explanations of Restrictions and Cautions upon handling and instructions to be observed for safety.

WARNING	Indicates a warning concerning operations that may lead to death or injury to persons if not performed correctly. In order to use the machine safely, always pay attention to these warnings.
CAUTION	Indicates a caution concerning operations that may lead to injury to persons or damage to property if not performed correctly. In order to use the machine safely, always pay attention to these cautions.
IMPORTANT	Indicates operational warnings and restrictions. Be certain to read these items to operate the machine correctly, and to avoid damage to the machine.
NOTE	Indicates notes for operation or additional explanations. Reading these is recommended.

Buttons Used in This Manual

The control panel buttons are indicated with illustration and their names in parenthesis in this manual.

e.g. (Start)

Illustrations Used in This Manual

Unless otherwise mentioned, illustrations used in this manual are those taken when the Feeder (ADF-J1), Finisher-L1, and the Cassette Feeding Module-F1 are attached to the iR1600.

Basic Copying

1
CHAPTER

This chapter describes the basic copy functions.

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What the iR 2000/1600 Series Machine Can Do

■ Flexible document handling

To make a copy of an original, you have the choice of setting the document in the optional Feeder (ADF-J1) when attached, or placing it directly onto the platen glass. The Feeder is useful when copying a multi-page document, and the platen glass is ideal when copying a single-page document, or from a book.

■ Copy reduction/enlargement

You can manually select a reduction / enlargement ratio from 50 % to 200 %. You can also set the unit to select an appropriate ratio to fit the paper size you are copying onto.

■ Automatic and manual exposure/image quality adjustment

The machine can automatically set the most appropriate image quality settings, including the exposure, for the document you are copying. You can also manually adjust them to get the best output quality.

■ Various finishing function

With the optional Finisher-L1 or Inner 2-Way tray attached, you can select various finishing modes to collate the copies by copy sets.

■ Frame erase copy

This feature allows you to erase unwanted shadows, borders, and binding marks from around an original. When copying directly from a book, you can also erase the center line and edges on the copy. To make a copy from a book, use the platen glass.

■ Binding margin copy

This feature allows you to create a margin on the top, bottom, left, or right of the document for use when binding the document together. This is convenient if you later want to staple or insert binding holes.

■ Two-page separation

Double spread pages in magazines or books can be copied onto separate sheets of paper in one operation. This feature works only when the document is copied from the platen glass.

■ 2 on 1 combination

You can copy two pages of a document onto a single page.

■ Energy saver mode

This machine incorporates an energy saver feature to conserve power. In energy saver mode, the display and the operation panel lamps go out automatically when the unit remains idle for a specified period of time.

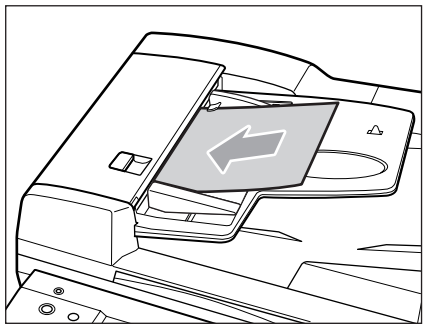
Flow of Copy Operations

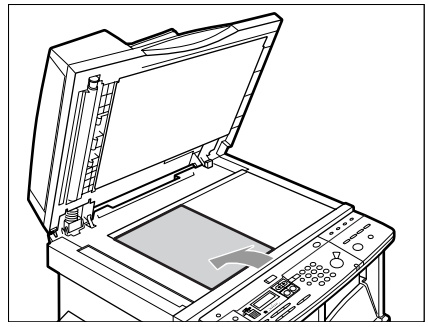
This section describes the flow of basic copy operations.

NOTE

- For the following items, see the *Reference Guide*:
  - Main power and Energy Saver button ( )
  - Routine maintenance
- If the platen glass is dirty, the output quality may deteriorate. Always keep the platen glass clean.
- Do not touch the platen cover while copying. Rocking the cover can distort the image being copied.

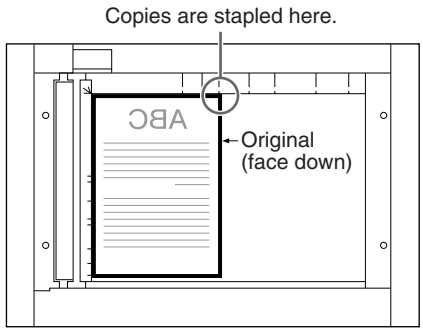
1 Place your original.



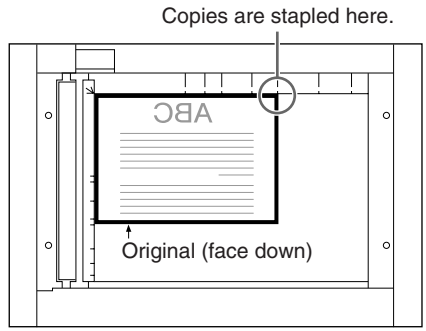


You can set the original both vertically and horizontally.

[Platen glass]



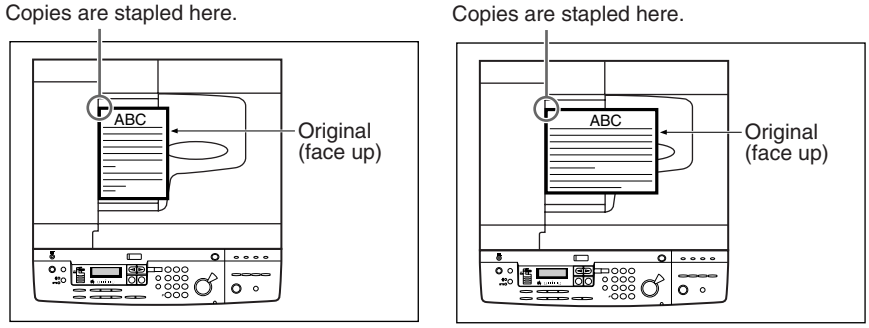
Vertical placement



Horizontal placement

[Feeder]

Staple copy: place the original with its top upward



Vertical placement **Horizontal placement**

IMPORTANT

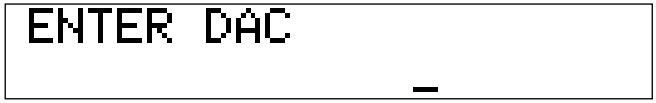
- The copies are stapled at the part equivalent to the upper left side of the original.

NOTE

- A4, B5 and A5-size originals can be placed either vertically or horizontally. However, the scanning speed for horizontally placed originals is somewhat slower than for vertically placed originals. You can place originals horizontally when printing with Preset Zoom mode, such as when processing A4 □→A3 □.
- Horizontally placed A4, B5 and A5-size originals are referred to as A4 □, B5 □ and A5 □.
- A3 and B4-size originals must be placed horizontally.
- For instructions on placing the original, see the *Reference Guide*.

● If the message <ENTER DAC> is displayed

▼ Enter the Department ID and Password. (See the *Reference Guide*.)

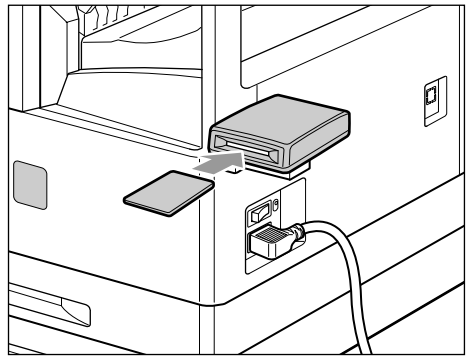


NOTE

- When <AUTO SORT> is set to <ON>, the Collate or Offset Collate mode is automatically set when you place the originals in the feeder. (See “Setting the Automatic Collate On/Off,” on p. 3-8.)

● **If the message <INSERT CONTROL CARD> is displayed**

▼ Insert a control card. (See the *Reference Guide*.)



2 Set the desired copy mode (paper size, image quality, exposure, copy ratio and finishing).

NOTE

• For details about these settings, see the pages from 1-8 in this chapter, or 'Chapter 2 Useful Copy Functions'.

3 Enter the copy quantity (1 to 99) using the numeric buttons.

NOTE

• For instructions on setting the number of copies, see "Specifying the Required Number of Copies," on p. 1-7.

4 Press ◇ (Start).

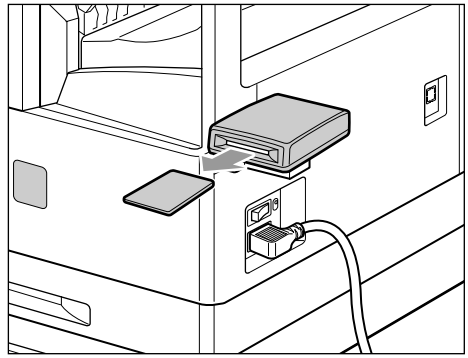
Copying starts.

IMPORTANT

• While copying, you cannot change copy mode settings, such as the copy quantity, paper size, and copy ratio.

NOTE

- If there is a current job, the machine scans the original, and waits to print it. Printing starts when the current job is completed.
- When scanning is completed, remove the original.
- If you have set the Department ID Management, press (ID). (See the *Reference Guide*.)
- If the optional Card Reader is attached, remove the control card. (See the *Reference Guide*.)



● **When you want to reserve a copy job while the machine is printing:**

▼ Place the original and press (start). (See "Reserving a Copy Job While Printing," on p. 1-24.)

● **When you want to cancel a copy job:**

▼ Press (Stop).

▼ Press ◀ or ▶ to select <YES> or <NO>.

NOTE

- After you have pressed (Stop), several copies may be output from the machine.
- You can also stop a copy job in the Monitor screen. (See the *Reference Guide*.)

● **When you want to interrupt a copy job:**

▼ To interrupt a copy job when you need to make priority copies, press (Interrupt).

For instructions on explaining how to interrupt a copy job, see "Interrupting the Current Job to Make Priority Copies (Interrupt Mode)," on p. 1-26.

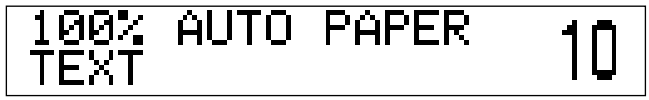
Entering the Copy Quantity

The machine allows up to 99 copies to be made.

Specifying the Required Number of Copies

1 Press numeric buttons to enter the desired copy quantity (1 to 99).

The copy quantity appears on the right side of the display.

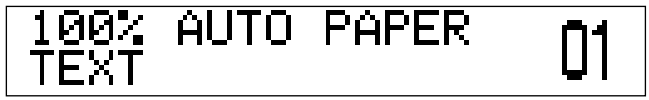


IMPORTANT

- You cannot change the copy quantity while copying.

Changing the Copy Quantity

1 Press (C) (Clear) to clear the entered number.



2 Press numeric buttons to enter the desired copy quantity (1 to 99).

The copy quantity appears on the right side of the display.

IMPORTANT

- You cannot change the copy quantity while copying.

Selecting the Copy Paper Size (Paper Select)

You can set the machine to automatically select the paper size, or you can specify the paper size for a copy job.

NOTE

- When copying an original onto the same size paper at a 100% copy ratio, the periphery of the original may be cut slightly on the copy. For details of the size of the non-image areas, see the *Reference Guide*.
- For instructions about loading paper in the stack bypass, see the *Reference Guide*.

Automatic Paper Selection (Auto Paper Selection)

The machine automatically selects copy paper.

IMPORTANT

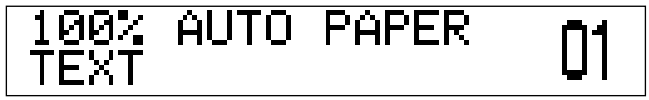
- When the optional Feeder (ADF-J1) is attached, or the original is set on the platen glass of iR1600, the machine cannot detect the original size and the Automatic Paper Selection does not function.
- You cannot use the Automatic Paper Selection mode when copying the following types of originals. Copy these originals using the Manual Paper Selection mode.
  - Non-standard size originals
  - Highly transparent originals such as transparencies
  - Originals with an extremely dark background

NOTE

- The default setting is <AUTO PAPER>.
- You can set whether to activate or deactivate the Automatic Paper Selection for each paper drawer and the stack bypass. (See the *Reference Guide*.)
- You can use the stack bypass for the Automatic Paper Selection when:
  - The paper is set on the stack bypass
  - The paper size, is specified in <3.USE STACK BYPASS> in the <1.COMMON SETTINGS> menu
  - The Auto Paper Selection is set to < ON> for the stack bypass in the <3.DRAWER ELIGIBLTY> menu

1 Place your original.

Make sure that <AUTO PAPER> is displayed. If not, press [//] (Reset).



2 Press (Start).

Copying starts.

NOTE

- If the message <NO APPROPRIATE SIZE> appears, the paper set is different in size from the original. Set the appropriate paper. If you press (Start) without loading the paper, the machine automatically selects the paper with the least margin, and starts copying.
- When the paper is selected automatically, an asterisk appears on the left of the paper size indication on the display.

Specifying Paper Size and Type (Manual Paper Selection)

You can make copies after selecting the paper size of paper loaded in the paper drawer or on the stack bypass.

IMPORTANT

- If you select the paper manually, the Rotate print cannot be made even if you set <ROTATE PRINT> to <ON> in the <COMMON SETTINGS> menu.

1 Place your original.

2 Press (Paper Select) to select the paper size.

NOTE

- The paper sizes are displayed in the order in which they are loaded in the paper drawers.
- ▯ indicates that the paper is set vertically; ▭ indicates that the paper is set horizontally.
- The paper sizes which are loaded in the paper drawers are shown on the display.

3 Press ◇ (Start).

Copying starts.

NOTE

- To cancel all settings and return the machine to the standby mode, press [//] (Reset).

Adjusting Exposure and Image Quality

The exposure and image quality can be adjusted when the original is scanned.

Adjusting Copy Exposure

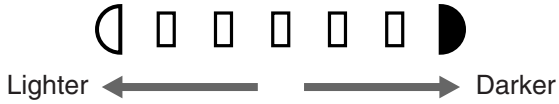
You can manually adjust the exposure to the most appropriate level for the original.

1 Place your original.

2 Press ◐ (Light) or ◑ (Dark) to adjust the exposure.

Move the indicator between ◐ (Light) and ◑ (Dark) below the display. Move the left to make the exposure lighter or to the right to make the exposure darker.

You can adjust the exposure in 9 levels.



3 Press ◈ (Start).

Copying starts.

NOTE

- To adjust the copy exposure automatically, see “Automatic Adjustment of Exposure and Image Quality,” on p. 1-14.
- To cancel all settings and return the machine to the standby mode, press ⁄⁄ (Reset).

Selecting Image Quality

You can adjust image quality to the level best suited to the quality of text or photo originals. The following three modes are available for adjusting image quality:

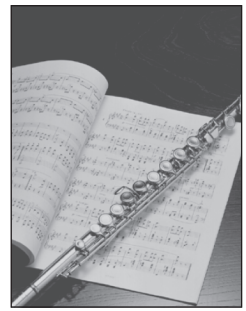
Text mode

RESORT PLAN
The world s coral reefs, where brilliantly colored fish and a myriad of other tropical creatures come together. Aptly nicknamed Tropical Forests under the sea , these spots of breathtaking beauty serve as home to countless varieties of life, and to us of the land, this alluring, dream-like world forms a tropical paradise filled with romance.

Text/Photo mode

RESORT PLAN
The world s coral reefs, where brilliantly colored fish and a myriad of other tropical creatures come together.

Photo mode



■ Text Mode

This mode is best suited for making copies from text originals. Blueprints or penciled originals can be copied clearly.

■ Text/Photo Mode

This mode is best suited for making copies from originals containing both text and photos.

■ Photo Mode

This mode is best suited for making copies from photos printed on photographic paper, or photo originals containing halftones (i.e., printed photos).

IMPORTANT

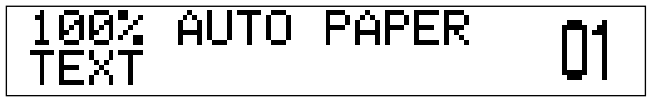
- Combinations of these three modes (Text mode, Text/Photo mode and Photo mode) cannot be set. If you select one of these modes, the previously set mode is canceled.
- If you make copies of an original containing halftones, such as a printed photograph using the Photo mode, then moire may occur. If this happens, you can soften the moire effect by adjusting the Sharpness level. (See “Setting the Sharpness,” on p. 3-10.)

NOTE

- The default setting is <TEXT>.
- When you select the Text, Text/Photo, or Photo mode, the exposure can be adjusted only by the Manual Exposure Control. Automatic Exposure Control cannot be selected.
- If the original is a transparency, select the Text, Text/Photo, or Photo mode and adjust the exposure to the most appropriate level.

1 **Place your original.**

2 **Press (Image Quality) repeatedly until the desired type of original (TEXT, TEXT/PHOTO, or PHOTO) appears.**



3 **Press (Light) or (Dark) to adjust the copy exposure.**

Move the indicator between (Light) and (Dark) below the display. Move to the left to make the exposure lighter or to the right to make the exposure darker.

4 **Press (Start).**

Copying starts.

NOTE

- To adjust the copy exposure automatically, see "Automatic Adjustment of Exposure and Image Quality," on p. 1-14.
- To cancel all settings and return the machine to the standby mode, press (Reset).

Automatic Adjustment of Exposure and Image Quality

1 Place your original.

2 Press A.

The A indicator lights and exposure is automatically adjusted to the level best suited to the quality of the original.

NOTE
- The copy mode is set to Text automatically.
- When scanning transparencies, adjust exposure using ◖ (Light) or ◗ (Dark) as the automatic exposure control may not operate correctly on transparent originals.

3 Press ◇ (Start).

Copying starts.

NOTE
- To cancel all settings and return the machine to the standby mode, press // (Reset).

Changing the Copy Ratio (Copy Ratio)

You can set the machine to specify the copy ratio for a job.

NOTE
- If you want to make copies at the copy ratio of 100%, press 1:1.

Enlarging/Reducing Originals to a Standard Size (Preset Zoom)

You can enlarge or reduce standard size originals to a standard paper size.

IMPORTANT
- Place your originals horizontally in the following cases:
  - When enlarging A4 or LTR-size originals to A3, B4,11" x 17" or LGL-size paper
  - When enlarging B5-size original to B4-size paper
  - When enlarging A5 or STMT-size originals to A3 or 11" x 17"-size paper

NOTE
- Placing an original horizontally means setting the original with the longer side sideways.
- The paper size and preset zoom indication on the platen glass or feeder differs depending on the country of purchase.

■ Reduce

The copy ratio set when making reduced copies is as follows:
-A3 → B4, A4 → B5 (86%)
-B4 → A4, B5 → A5 (81%)
-A3 → A4, B4 → B5 (70%)
-A3 → A5 (50%)

■ Enlarge

The copy ratio set when making enlarged copies is as follows:
-A5 → A3 (200%)
-A4 → A3, B5 → A4 (141%)
-A4 → B4, A5 → B5 (122%)
-B4 → A3, B5 → A4 (115%)

1 **Place your original.**

2 **Press ▼ or ▲ to change the copy ratio.**

```
PRESET RATIO
    141% A4→A3
```

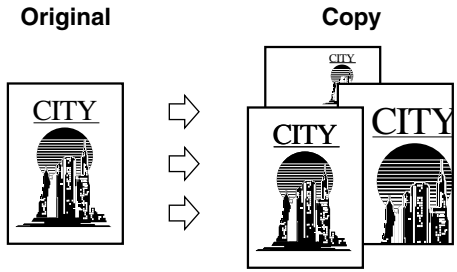
3 **Press ◇ (Start).**

Copying starts.

NOTE
- To return the copy ratio to 100%, press 1:1.
- To cancel all settings and return the machine to the standby mode, press // (Reset).

Specifying the Copy Ratio by % (Zoom Designation)

You can reduce or enlarge images by any copy ratio, in 1% increments. The available copy ratios are from 50% to 200%.



1 **Place your original.**

2 **Press − ▲ + to set the copy ratio.**

```
105% AUTO PAPER
TEXT                01
```

3 Press (Start).

Copying starts.

NOTE

- To return the copy ratio to 100%, press 1:1.
- To cancel all settings and return the machine to the standby mode, press (Reset).

Collating Copies (Finisher)

The Finisher mode can be selected to collate the copies in various ways by copy sets.

Below is a list of finishing functions and paper sizes available for each optional unit.

■ Collation mode and available paper sizes

Optional units	Collate	Rotate	Offset	Staple*1
None	○ A3 ▭, B4 ▭, A4 ▯, A4 ▭, B5 ▯, A5 ▯, B5 ▭, A5 ▭, 11"x17" ▭, LGL ▭, LTR ▯, LTR ▭, STMT ▯, STMT ▭,	○ A4 ▯, A4 ▭, B5 ▯, B5 ▭, A5 ▯, A5 ▭, LTR ▯, LTR ▭	×	×
Finisher-L1	×	×	○ A3 ▭, B4 ▭, A4 ▯, A4 ▭, B5 ▯, A5 ▯, 11"x17" ▭, LGL ▭, LTR ▯, LTR ▭, STMT ▯	○*2 A3 ▭*3, B4 ▭*3, A4 ▯, A4 ▭, B5 ▯, 11"x17" ▭, LGL ▭, LTR ▯, LTR ▭
Inner 2-way Tray-B1	○ A3 ▭, B4 ▭, A4 ▯, A4 ▭, B5 ▯, A5 ▯, B5 ▭, A5 ▭, 11"x17" ▭, LGL ▭, LTR ▯, LTR ▭, STMT ▯, STMT ▭	○ A4 ▯, A4 ▭, B5 ▯, B5 ▭, A5 ▯, A5 ▭, LTR ▯, LTR ▭	×	×

○ : Collate mode available
× : Collate mode unavailable

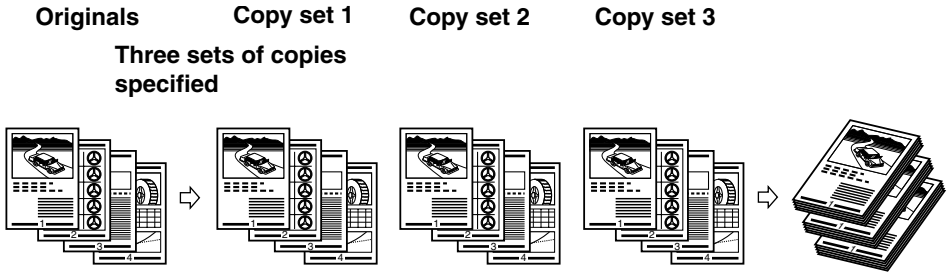
*1 For details about the stapling position, see 'Finisher-L1' in the *Reference Guide*.
*2 You can staple up to 15 sheets at one time.
*3 Only with the additional memory installed.

NOTE

- If <AUTO SORT> is set to <ON>, the Collate mode is selected automatically when you place the original in the Feeder. (See "Setting the Automatic Collate On/Off," on p. 3-8.)
- To turn on the Rotate Collation, you need to set the Rotate Collate to ON in Additional Functions menu. (See "Setting the Rotate Collate On/Off," on p. 3-9.)

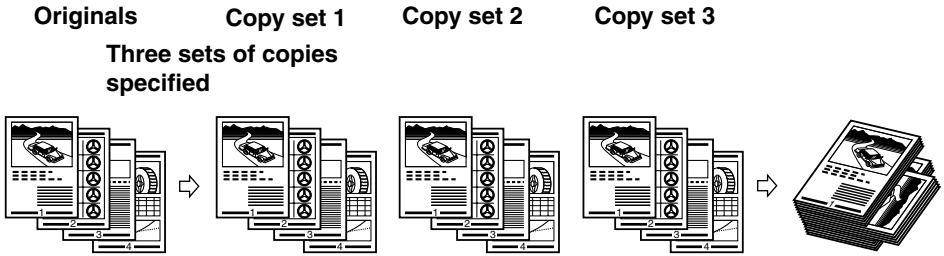
■ When <Collate> Is Set

Copies are automatically collated into sets arranged in page order, and output into the trays as follows:



■ When <Rotate> Is Set

When originals of the same size are copied, the pages are aligned and the copy sets are output into the output trays in alternating directions.

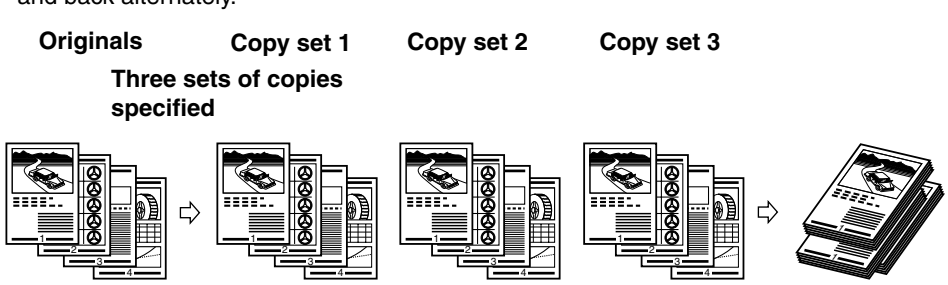


IMPORTANT

- The <Rotate> function can be used when:
  - Rotatable paper is set both horizontally and vertically in the paper cassettes
  - The paper drawers to be used in <Rotate> function are set to <ON> in <DRAWER ELIGIBLTY> menu (see the *Reference Guide*).

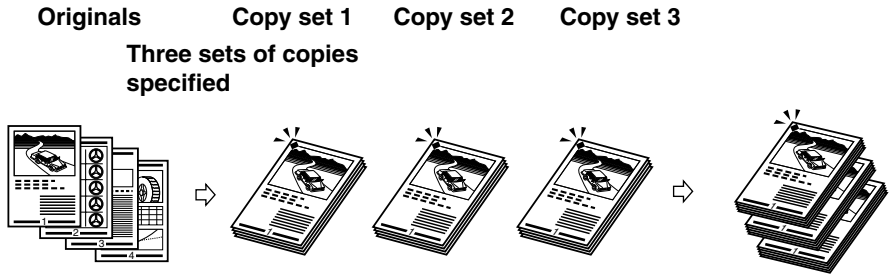
■ When <Offset> Is Set

Copies are automatically collated into sets arranged in page order and shifted to the front and back alternately.



■ **When <Staple> Is Set**

Copies are automatically collated into sets arranged in page order, stapled, and output into the trays, as shown below.



Collating Copies into Sets in Page Order (Collate)

This section explains the settings to perform each collation mode. The setting differs depending on the mode, so follow the procedure below to make the required setting for the desired collation mode.

1 Place your original.

2 Press (Finisher) repeatedly until the indicator for the collate function ( ) lights.

NOTE

- When <5.AUTO SORT> is set to <ON>, the Collate or Offset Collate mode is automatically set when you place the originals in the feeder. (See “Setting the Automatic Collate On/Off,” on p. 3-8.)

● **If you want to set <Rotate> collation**

▼ Set <6.SORT ROTATE> to <ON> before making copies. (See “Setting the Rotate Collate On/Off,” on p. 3-9.)

▼ Go on to step 3.

IMPORTANT

- The <Rotate> function can be used when:
  - Rotatable paper is set both horizontally and vertically in the paper drawers
  - <DRAWER ELIGIBLTY> is set to <ON> for the paper drawer to be used in <Rotate> function. (See the *Reference Guide*)
- When the Finisher-L1 is attached, <Rotate> Collation cannot be set.

● **If you want to set <Offset> Collation**

▼ Set <6.SORT ROTATE> to <OFF> before making copies. (See “Setting the Rotate Collate On/Off,” on p. 3-9.)

▼ Go on to step 3.

IMPORTANT

- When the optional finisher is attached, Offset Collate mode is set automatically.
- The Offset Collate can be set only with the optional finisher attached.

3 Press numeric buttons to enter the desired copy quantity (1 to 99).

For details about entering the copy quantity, see “Specifying the Required Number of Copies,” on p. 1-7.

4 Press (Start).

When the original is placed on the platen glass, follow the instructions that appear on the display.

NOTE

- To cancel the setting, press (Finisher) repeatedly until the collate indicator turns off.
- To cancel all settings and return the machine to the standby mode, press (Reset).

Collating Pages and Stapling (Staple)

The Staple mode automatically collates the copies into sets arranged in page order, stapled, and output into the trays.

IMPORTANT

- Pull out the output auxiliary tray when stapling the A3- or B4-size paper.

1 Place your original.

2 Press (Finisher) repeatedly until the indicator for the staple function ( ) lights.

IMPORTANT

- To use the <Staple> Collation with the paper larger than A4-size, you need to attach an additional memory.

NOTE

- When <5.AUTO SORT> is set to <ON>, the Offset Collate mode is automatically set when you place the originals in the feeder. (See "Setting the Automatic Collate On/Off," on p. 3-8.)

3 Press numeric buttons to enter the desired copy quantity (1 to 99).

For details about entering the copy quantity, see "Specifying the Required Number of Copies," on p. 1-7.

4 Press (Start).

When the original is placed on the platen glass, follow the instructions that appear in the display and press (Start) once for each original.

Copying starts.

NOTE

- To cancel the setting, press (Finisher) repeatedly until the staple indicator turns off.
- To cancel all settings and return the machine to the standby mode, press (Reset).

Reserved Copying

You can select copy settings and scan originals even if the machine is currently printing. Your scanned documents are processed after the current job is completed.

IMPORTANT

- While the machine is warming up, at power on or after clearing the paper jam, it cannot scan the originals.

NOTE

- You can set a different mode for each job.

Reserving a Copy Job While Printing

You can scan another original and set the copy mode for it while the machine is printing the previous job. The machine begins printing the reserved copy job after finishing the output of the current job, which helps you handle multiple jobs efficiently.

1 **Place your original.**

2 **Set the desired copy mode and quantity (1 to 99).**

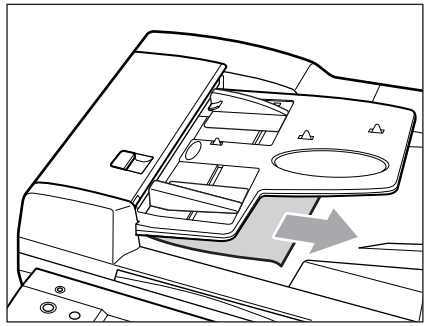
3 **Press (Start).**

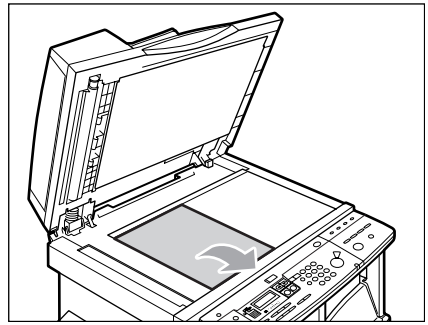
Scanning starts.

NOTE

- To cancel a reserved copy, press (Stop), and select the copy job to be canceled.

4 **Once the original is scanned, remove it from the machine.**





Interrupting the Current Job to Make Priority Copies (Interrupt Mode)

The Interrupt mode enables you to interrupt the reserved or current job long enough to make higher priority copies. This mode is useful when making a rush copy during a long copy job.

NOTE
- You can make interrupt copies when the machine is ready to scan.
- You cannot set the copy mode for the interrupt copy during scanning.

1 Press (Interrupt).

(Interrupt) lights.

When you want to copy after changing the Department ID while Department ID Management is enabled, press (ID) and enter the Department ID and Password. (See the *Reference Guide*.)

NOTE
- Even when you press (Interrupt), the job currently being output will not be interrupted until the interrupt copy starts printing.

2 Place your original, and set the desired copy mode and quantity (1 to 99).

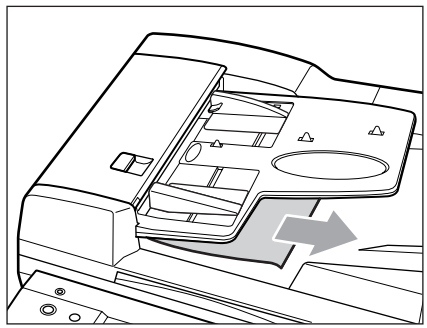
3 Press (Start).

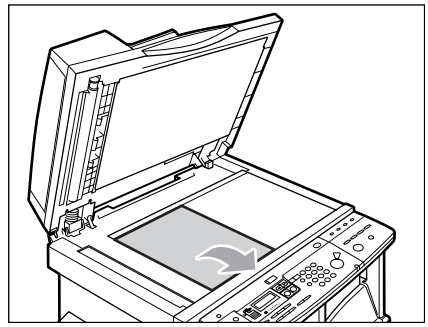
The Interrupt copy job starts.

NOTE
- To cancel the Interrupt mode, press (Stop), and select the job to be canceled.

4 Once the original is scanned, remove it from the machine.

When the Interrupt copy job is completed, the interrupted printing operation resumes.





IMPORTANT

- If you want to continue making Interrupt copies, wait until the current Interrupt copy job is completed (end of printing).

Useful Copy Functions

CHAPTER 2

This chapter describes more advanced copy functions.

Copying Facing Pages in a Book on Two Separate Sheets of Paper (Two-page Separation) 2-2

Making Copies with Margins (Margin) 2-5

Erasing Shadows and Frame Lines from Copies (Frame Erase) 2-7

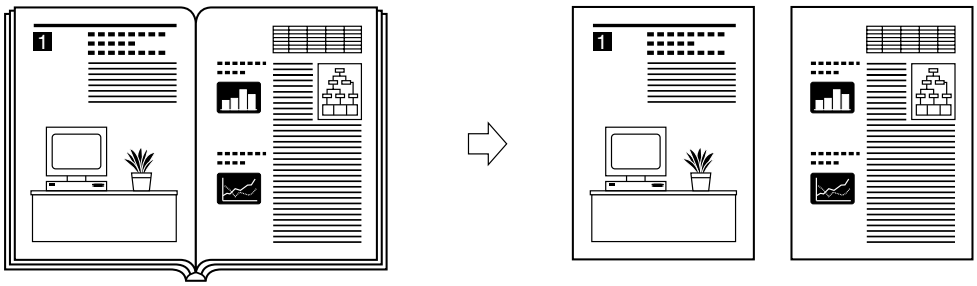
- Making Copies Erasing the Frame of the Originals (Original Frame Erase) 2-9
- Making Copies Erasing the Book Frame (Book Frame Erase) 2-11
- Making Copies Erasing Binding Holes etc. (Binding Erase) 2-12

Reducing Two Originals to Fit on a Single Copy Sheet (2 on 1 Combination) 2-15

Copying Facing Pages in a Book on Two Separate Sheets of Paper (Two-page Separation)

The Two-page Separation mode enables you to copy facing pages in a book or a magazine onto separate sheets of paper.

Original **Copy**



IMPORTANT

- When the machine is operating in the Two-page Separation mode, you cannot use the Binding Hole Erase and 2 on 1 Combination mode.
- Place the original on the platen glass. You cannot copy in the Two-page Separation mode when the original is fed from the feeder.
- You can set the Two-page Separation mode only on the original sizes shown on the display.

1 Place the original on the platen glass.

If you want to make copies in page order, begin copying from the first page and work your way forward.

Place the original face down with the original's top edge against the top left corner of the platen glass.

2 **Press Special Features.**

The Special Features menu appears.

```
SPECIAL FEATURES
 1.2PG SEP SETTING
```

3 **Press ◁ or ▷ to select <1.2 PG SEP SETTING>, and press OK.**

```
SPECIAL FEATURES
 1.2PG SEP SETTING
```

When you press OK, the <OPENING DIRECTION> menu appears.

4 **Press ◁ or ▷ to select <1.LEFT OPENING>, <2.RGHT OPENING>, or <3.OFF>, and press OK.**

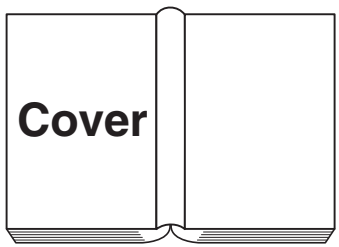
Set whether to start copying from the left page or right page according to whether the book starts from the left or right.

Set the book opening according to the cover-page side when placed face-down on the platen glass.

```
OPENING DIRECTION
 1.LEFT OPENING
```

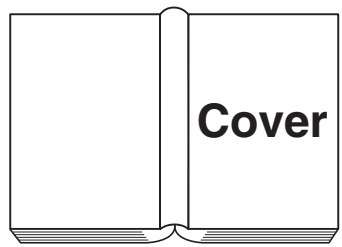
When placed face-down on the platen glass

RIGHT OPENING



The left half of the platen glass is copied first, and the right half next.

LEFT OPENING



The right half of the platen glass is copied first, and the left half next.

When you press OK, the <ORIGINAL SIZE> menu appears.

5 **Press ◁ or ▷ to select the paper size for facing pages, and press OK.**

6 **Enter the desired copy quantity (1 to 99) using the numeric buttons.**

For details about entering the copy quantity, see "Specifying the Required Number of Copies," on p. 1-7.

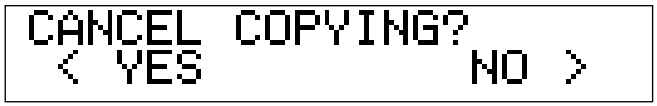
7 **Press (Start).**

Copying starts.

If you want to copy another facing-pages original, set it on the platen glass, and press (Start).

NOTE

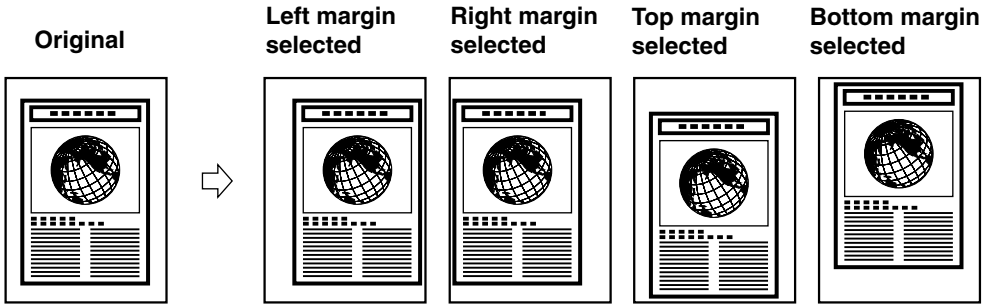
- To cancel all settings and return the machine to the Standard mode, press (Reset).
- If you press (Stop), the cancel job display appears. Select <YES> or <NO> using ◁ or ▷.



- If you press (Stop) after copying has started, some sheets of blank paper may be output.

Making Copies with Margins (Margin)

The Margin mode enables you to make copies with the entire original image shifted by a designated width to the left, right, top, or bottom to create a margin on the copies. Use this mode to make copies ready for placement in ring binders.



IMPORTANT

- When the Margin mode is set, the entire original image is shifted to the left, right, top, or bottom by a selected width, then copied. If copying an original image that extends to the edge of the sheet, part of that image is cut off.
- The Margin mode cannot be used with the free-size paper.

1 Place your original.

2 Press Special Features.

The Special Features menu appears.

3 Press ◁ or ▷ to select <2.MARGIN SETTINGS>, and press OK.

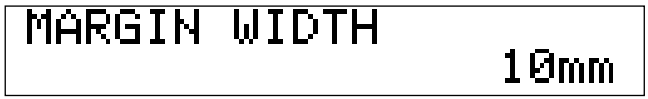
```
SPECIAL FEATURES
 2.MARGIN SETTINGS
```

When you press OK, the <MARGIN TYPE> menu appears.

4 **Press ◁ or ▷ to select where to set margin (<1.LEFT MARGIN>, <2.RIGHT MARGIN>, <3.TOP MARGIN>, <4.BOTTOM MARGIN> or <5.OFF>), and press OK.**

5 **Press ◁ or ▷ to set the margin width, and press OK.**

You can also use the numeric buttons to enter the margin width.



When you press OK, the standby display appears.

NOTE

- You can set the margin width in the range from 1 mm to 20 mm.
- The default setting is 10 mm.

6 **Enter the desired copy quantity (1 to 99) using the numeric buttons.**

For details about entering the copy quantity, see "Specifying the Required Number of Copies," on p. 1-7.

7 **Press (Start).**

Copying starts.

NOTE

- To cancel all settings and return the machine to the Standard mode, press (Reset).
- If you press (Stop), the cancel job display appears. Select <YES> or <NO> using ◁ or ▷.

- If you press (Stop) after copying has started, some sheets of blank paper may be output.

Erasing Shadows and Frame Lines from Copies (Frame Erase)

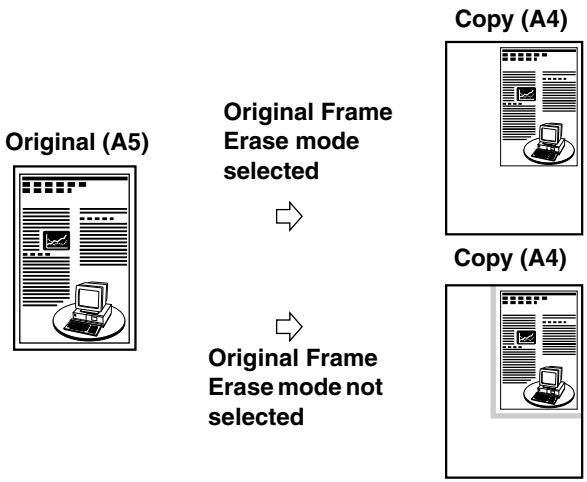
The Frame Erase modes erase shadows and lines that appear when copying various types of originals.

IMPORTANT

- Combination of the Original Frame Erase, Book Frame Erase, or Binding Erase modes cannot be set. If you select one of these modes, the previously set mode is canceled.
- You can set the Frame Erase mode only on the original sizes shown on the display.

■ Original Frame Erase

Erases the dark borders and frame lines that appear around the copy when the original is smaller than the selected paper size. Also, it creates a blank border around the edge of the copy.

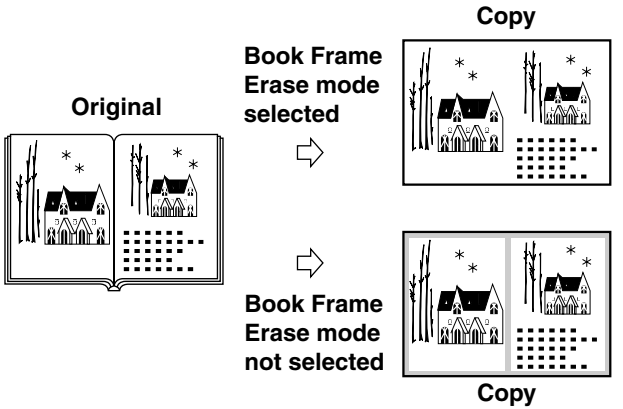


IMPORTANT

- When the machine is operating in the Original Frame Erase mode, you cannot use the 2 on 1 Combination mode.

■ Book Frame Erase

Erases the dark border as well as center and contour lines that appear when copying facing pages in a bound original onto a single sheet of paper.

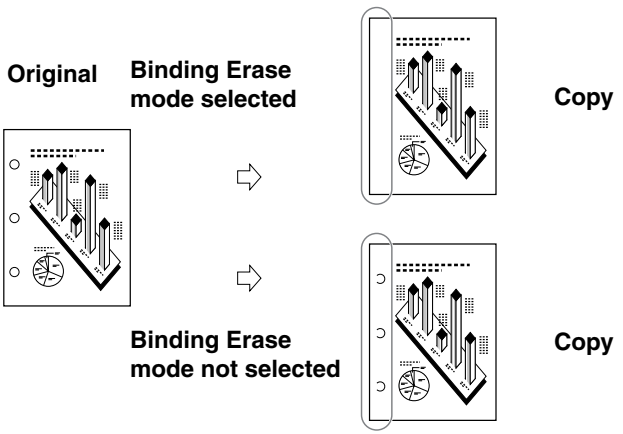


IMPORTANT

- Set the book to be copied on the platen glass.
- When the machine is operating in the Book Frame Erase mode, you cannot use the 2 on 1 Combination mode.

■ Binding Erase

Erases the shadows that appear in copies from binding holes in originals.



IMPORTANT

- When the machine is operating in the Binding Frame Erase mode, you cannot use the Two-page Separation mode.
- Do not place originals with binding holes in the feeder, as this may damage the originals.

Making Copies Erasing the Frame of the Originals (Original Frame Erase)

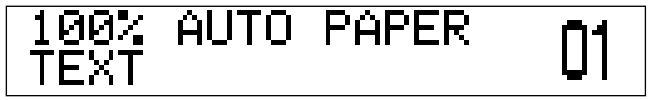
This section explains the settings to make copies erasing the Frame of the Originals.

Before using this mode, set the width to be erased in the Additional Settings menu. (See “Setting the Standard Frame Erase Width,” on p. 3-7.)

NOTE

- You can set the Original Frame Erase width between 1 to 20 mm.
- The default setting is <2 mm>.

1 Place your original.

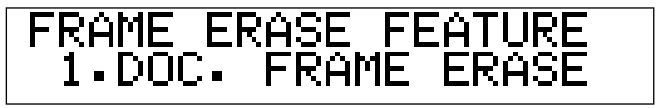


2 Press Special Features.

3 Press ◁ or ▷ to select <3.FR ERASE SETTING>, and press OK.

When you press OK, the <FRAME ERASE FEATURE> menu appears.

4 Press ◁ or ▷ to select <1.DOC. FRAME ERASE>, and press OK.



5 Press ◁ or ▷ to select the size of the original, and press OK.

When you press OK, the standby display appears.

NOTE

- You can set the Original Frame Erase mode only on the original sizes shown on the display.
- The machine selects the paper according to the original size you set in step 5 and the selected paper size is displayed.

6 Enter the desired copy quantity (1 to 99) using the numeric buttons.

For details about entering the copy quantity, see "Specifying the Required Number of Copies," on p. 1-7.

7 Press (Start).

Copying starts.

NOTE

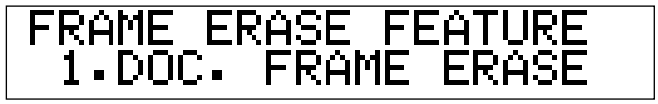
- To cancel all settings and return the machine to the Standard mode, press (Reset).
- If you press (Stop), the cancel job display appears. Select <YES> or <NO> using ◁ or ▷.

- If you press (Stop) after copying has started, some sheets of blank paper may be output.

Making Copies Erasing the Book Frame (Book Frame Erase)

1 **Place your original, enter the Special Features menu, and open the <FRAME ERASE FEATURE> menu.**

For details about the procedure above, see steps 1 to 3 of "Making Copies Erasing the Frame of the Originals (Original Frame Erase)," on p. 2-9.



2 **Press ◁ or ▷ to select <2.BOOK FRAME ERASE>, and press OK.**

3 **Press ◁ or ▷ to select the book size of the original, and press OK.**

NOTE

- You can set the Book Frame Erase mode only on the original sizes shown on the display.

4 **Press ◁ or ▷ to set the book frame erase width, and press OK.**

You can also use the numeric buttons to enter the frame erase width.

When you press OK, the standby display appears.

NOTE

- You can set the book frame erase width in the range from 3 mm to 50 mm.
- The default setting is 10 mm.
- The machine selects the paper according to the original size you set in step 3 and the selected paper size is displayed.

5 Enter the desired copy quantity (1 to 99) using the numeric buttons.

For details about entering the copy quantity, see "Specifying the Required Number of Copies," on p. 1-7.

6 Press (Start).

Copying starts.

NOTE

- To cancel all settings and return the machine to the Standard mode, press (Reset).
- If you press (Stop), the cancel job display appears. Select <YES> or <NO> using ◀ or ▶.

- If you press (Stop) after copying has started, some sheets of blank paper may be output.
- Set the frame erase width around the original using the <2.COPY SETTINGS> menu in the Additional Functions menu. You can set from 1 mm to 20 mm. (See "Setting the Standard Frame Erase Width," on p. 3-7.)

Making Copies Erasing Binding Holes etc. (Binding Erase)

1 Place your original, enter the Special Features menu, and open the <FRAME ERASE FEATURE> menu.

For details about the procedure above, see steps 1 to 3 of "Making Copies Erasing the Frame of the Originals (Original Frame Erase)," on p. 2-9.

IMPORTANT

- Do not place originals with binding holes in the feeder, as it may damage the originals.

2 Press ◁ or ▷ to select <3.HOLE PUNCH ERASE>, and press OK.

3 Press ◁ or ▷ to select the size of the original, and press OK.

NOTE

- You can set the Binding Hole Erase mode only on the original sizes shown on the display.

4 Press ◁ or ▷ to select the binding hole erase width, and press OK.

You can also use the numeric buttons to enter the binding hole erase width.

When you press OK, the standby display appears.

NOTE

- You can set the width from 3 mm to 20 mm.
- The default settings is 18 mm.
- The machine selects the paper according to the original size you set in step 5 and the selected paper size is displayed.

5 Enter the desired copy quantity (1 to 99) using the numeric buttons.

For details about entering the copy quantity, see “Specifying the Required Number of Copies,” on p. 1-7.

6 Press (Start).

Copying starts.

NOTE

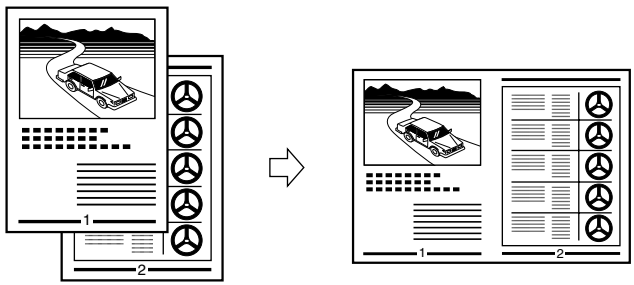
- To cancel all settings and return the machine to the Standard mode, press (Reset).
- If you press (Stop), the cancel job display appears. Select <YES> or <NO> using ◄ or ►.

- If you press (Stop) after copying has started, some sheets of blank paper may be output.

Reducing Two Originals to Fit on a Single Copy Sheet (2 on 1 Combination)

The 2 on 1 Combination mode automatically reduces two originals to fit on the selected paper size.

Original **Copy**



IMPORTANT

- When the machine is operating in the 2 on 1 Combination mode, you cannot use the Two-page Separation, Original Frame Erase, or Book Frame Erase modes.
- You can set the 2 on 1 Combination mode only on the original sizes shown on the display.

NOTE

- The reduction ratio is automatically set so that the originals fit on the selected paper size.

1 **Place your original.**

```
100% AUTO PAPER
TEXT                01
```

2 **Press** Special Features.

```
SPECIAL FEATURES
 1.2PG SEP SETTING
```

3 **Press ◁ or ▷ to select <4.2 ON 1 SETTING>, and press OK.**

```
SPECIAL FEATURES
 4.2 ON 1 SETTING
```

4 **Press ◁ or ▷ to select <1.ON> or <2.OFF>, and press OK.**

If you want to use the 2 on 1 Combination mode, select <1.ON>.

If you do not want to use the 2 on 1 Combination mode, select <2.OFF>.

5 **Press ◁ or ▷ to select the size of the original, and press OK.**

6 **Press ◁ or ▷ to select the paper size, and press OK.**

When you press OK, the display returns to the standby mode.

IMPORTANT

- You cannot set Automatic Paper Selection in the 2 on 1 Combination mode.

NOTE

- The machine automatically selects the copy ratio depending on the selected paper size.
- When you set the 2 on 1 Combination mode, the Shift mode is automatically set.

7 **Enter the desired copy quantity (1 to 99) using the numeric buttons.**

For details about entering the copy quantity, see “Specifying the Required Number of Copies,” on p. 1-7.

8 Press (Start).

When the original is placed on the platen glass, follow the instructions that appear on the display and press (Start) once for each original. When scanning is completed, press OK.

Copying starts.

NOTE

- To cancel all settings and return the machine to the Standard mode, press (Reset).
- If you press (Stop), the cancel job display appears. Select <YES> or <NO> using ◀ or ▶.

- If you press (Stop) after copying has started, some sheets of blank paper may be output.
- If you set the 2 on 1 Combination mode, the machine is automatically set to the Auto Zoom mode. However, you can also use the preset zoom or zoom designation mode.

Setting/Storing Specifications of the Copy Function

3
CHAPTER

This chapter describes how to store or change the default settings to suit your needs.

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Changing the Current Standard Settings 3-3

- Setting the Standard Exposure 3-3
- Setting the Standard Zoom Ratio 3-5
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- Setting the Automatic Collate On/Off 3-8
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Copy Settings List

The following items can be stored or set in the Copy Settings menu.

Additional Function	Available Settings	Applicable page
COPY SETTINGS		
1.STANDARD EXPOSURE	MANUAL*(-LT – DK+:9 steps, 5*)/AUTO	3-3
2.STD ZOOM RATIO	50 – 200% (100%*)	3-5
3.STANDARD COPY QTY	01* – 99	3-6
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6.SORT ROTATE	ON*/OFF	3-9
7.SHARPNESS	1 – 9 (5*)	3-10
8.PRESCAN	ON*/OFF	3-12

*1: Settings marked * are default settings.

NOTE

- For instructions on how to set the modes not described in this manual, refer to the other manuals supplied separately.
- The Copy Settings menu is made up of several items. Press ◁ or ▷ to scroll through the items you want to set, and make the required settings.

Changing the Current Standard Settings

Standard Settings refers to a combination of Copy modes that the machine automatically applies at power on or when [//] (Reset) is pressed. In this section, the procedure for changing the Copy modes stored as the Standard Settings is explained.

NOTE

- The Standard Setting is applied when:
  - (Stop) or [//] (Reset) is pressed (except for during copying)
  - the Auto Clear function works
  - the operation in the Additional Functions menu is finished
- The Standard Settings consists of the following seven settings:
  - Standard Exposure
  - Standard Zoom Ratio
  - Standard Copy Quantity
  - Frame Erase Width
  - Auto Collate
  - Sort Rotate
  - Sharpness

Setting the Standard Exposure

You can set the standard copy exposure.

NOTE

- The default setting is <MANUAL> and 5 (center).

1 Press (Additional Functions).

```
REGISTRATION/SETTING
 1.COMMON SETTINGS
```

2 Press ◁ or ▷ to select <2.COPY SETTINGS>, and press OK.

```
REGISTRATION/SETTING
 2.COPY SETTINGS
```

When you press OK, the <COPY SETTINGS> menu appears.

3 **Press ◁ or ▷ to select <1.STANDARD EXPOSURE>, and press OK.**

```
COPY SETTINGS
 1.STANDARD EXPOSURE
```

When you press OK, the <STANDARD EXPOSURE> menu appears.

4 **Press ◁ or ▷ to select <MANUAL>, and press OK.**

```
STANDARD EXPOSURE
                MANUAL
```

5 **Press ◖ or ◗ to set the desired standard copy exposure, and press OK.**

For details about the adjustment of the copy exposure, see “Adjusting Copy Exposure,” on p. 1-11.

```
STANDARD EXPOSURE
-LT  ◖DDDDD■DDDDD◗ DK+
```

When you press OK, the standard exposure is stored and the display returns to the <COPY SETTINGS> menu.

6 **Press Stop (Stop) to return to the standby mode.**

Setting the Standard Zoom Ratio

You can set the standard zoom ratio.

NOTE
- The default setting is <100%>.

1 Enter the Additional Functions menu and open the <2.COPY SETTINGS> menu.

For details about the procedure above, see steps 1 and 2 in "Setting the Standard Exposure," on p. 3-3.

```
COPY SETTINGS
 1.STANDARD EXPOSURE
```

2 Press ◁ or ▷ to select <2.STD ZOOM RATIO>, and press OK.

```
COPY SETTINGS
 2.STD ZOOM RATIO
```

When you press OK, the <STD ZOOM RATIO> menu appears.

3 Press ◁ or ▷ to set the desired standard zoom ratio, and press OK.

You can also enter the standard zoom ratio using the numeric buttons.

```
STD ZOOM RATIO
                100%
```

When you press OK, the standard zoom ratio is stored and the display returns to the <COPY SETTINGS> menu.

NOTE
- You can set the zoom ratio in the range from 50 to 200 %.

4 Press (Stop) to return to the standby mode.

Setting the Standard Copy Quantity

You can set the standard copy quantity.

NOTE
- The default setting is <01>.

1 Enter the Additional Functions menu and open the <2.COPY SETTINGS> menu.

For details about the procedure above, see steps 1 and 2 in "Setting the Standard Exposure," on p. 3-3.

2 Press ◁ or ▷ to select <3.STANDARD COPY QTY>, and press OK.

When you press OK, the <STANDARD COPY QTY> menu appears.

3 Press ◁ or ▷ to set the desired standard copy quantity, and press OK.

You can also enter the standard quantity using the numeric buttons.

When you press OK, the standard copy quantity is stored and the display returns to the <COPY SETTINGS> menu.

NOTE
- You can set the copy quantity in the range from 01 to 99.

4 Press (Stop) to return to the standby mode.

Setting the Standard Frame Erase Width

You can set the standard frame erase width for Frame Erase function.

NOTE
- The default setting is <02 mm>.

1 Enter the Additional Functions menu and open the <2.COPY SETTINGS> menu.

For details about the procedure above, see steps 1 and 2 in "Setting the Standard Exposure," on p. 3-3.

2 Press ◁ or ▷ to select <4.FRAME ERASE WIDTH>, and press OK.

When you press OK, the <FRAME ERASE WIDTH> menu appears.

3 Press ◁ or ▷ to set the desired frame erase width, and press OK.

You can also enter the standard frame erase width using the numeric buttons.

When you press OK, the standard frame erase width is stored and the display returns to the <COPY SETTINGS> menu.

NOTE
- You can set the frame erase width in the range from 01 mm to 20 mm.

4 Press (Stop) to return to the standby mode.

Setting the Automatic Collate On/Off

This mode allows automatic selection of the Collate (Offset Collate) mode when the original is placed in the feeder. This is helpful when making multiple copies, because you do not need to remember to select the Finisher mode.

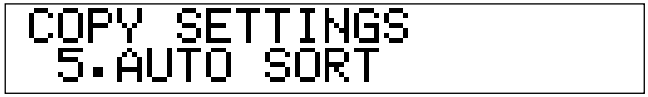
NOTE

- The default setting is <ON>.
- This function is available only when the Feeder (ADF-J1) is attached.

1 Enter the Additional Functions menu and open the <2.COPY SETTINGS> menu.

For details about the procedure above, see steps 1 and 2 in "Setting the Standard Exposure," on p. 3-3.

2 Press ◁ or ▷ to select <5.AUTO SORT>, and press OK.



When you press OK, the <AUTO SORT> menu appears.

3 Press ◁ or ▷ to select <ON> or <OFF>, and press OK.

If you want the machine to collate automatically, select <ON>.

If you do not want the machine to collate automatically, select <OFF>.

When you press OK, the specified mode is set and the display returns to the <COPY SETTINGS> menu.

4 Press Stop (Stop) to return to the standby mode.

Setting the Rotate Collate On/Off

This mode allows automatic selection of the Rotate Collate mode when the original is placed in the feeder. For details about the Rotate Collate, see pages 1-18 and 1-19.

IMPORTANT

- The Rotate Collate can be used with the following paper sizes: A4 □/A4 ▭/B5 □/B5 ▭/A5 □/A5 ▭/LTR □/LTR ▭.
- The Rotate collate can be used when:
  - the Rotatable paper is set both vertically and horizontally
  - <DRAWER ELIGIBLTY> for the drawer to be used for the Rotate collate is set to <ON>
- When the Finisher-L1 is attached, the Rotate collate is not available

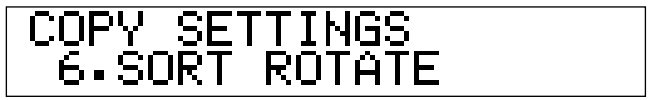
NOTE

- The default setting is <ON>.
- This function is available only when the Feeder (ADF-J1) is attached.

1 Enter the Additional Functions menu and open the <2.COPY SETTINGS> menu.

For details about the procedure above, see steps 1 and 2 in "Setting the Standard Exposure," on p. 3-3.

2 Press ◁ or ▷ to select <6.SORT ROTATE>, and press OK.



When you press OK, the <SORT ROTATE> menu appears.

3 Press ◁ or ▷ to select <ON> or <OFF>, and press OK.

If you want the machine to rotate collate automatically, select <ON>.

If you do not want the machine to rotate collate automatically, select <OFF>.

When you press OK, the specified mode is set and the display returns to the <COPY SETTINGS> menu.

4 Press (Stop) to return to the standby mode.

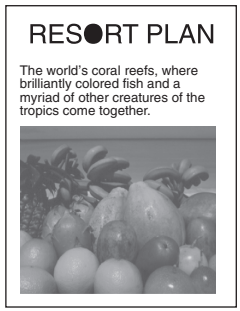
Setting the Sharpness

You can set the sharpness of the copied image. When you want to copy texts and lines clearly, increase the sharpness level. If you want to copy a halftone original such as a picture, decrease the sharpness level.

■ Sharpness level low

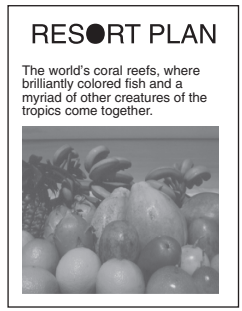
If you make copies of an original containing halftones, such as a printed photograph, using the Photo mode, moire may occur. You can soften the moire effect by adjusting the sharpness level lower.

Original


RESORT PLAN
The world's coral reefs, where brilliantly colored fish and a myriad of other creatures of the tropics come together.

Copies

When adjustment is made


RESORT PLAN
The world's coral reefs, where brilliantly colored fish and a myriad of other creatures of the tropics come together.

When adjustment is not made

RESORT PLAN
The world's coral reefs, where brilliantly colored fish and a myriad of other creatures of the tropics come together.

■ Sharpness level high

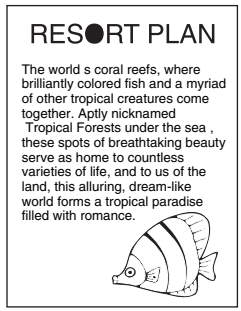
If you make copies of an original containing small or unclear letters, such as a blue print or an original written by pencil, set the sharpness level high. You can accentuate the edges of the image to make a clear copy.

Original

RESORT PLAN
The world s coral reefs, where brilliantly colored fish and a myriad of other tropical creatures come together. Aptly nicknamed Tropical Forests under the sea , these spots of breathtaking beauty serve as home to countless varieties of life, and to us of the land, this alluring, dream-like world forms a tropical paradise filled with romance.

Copies

When adjustment is made


RESORT PLAN
The world s coral reefs, where brilliantly colored fish and a myriad of other tropical creatures come together. Aptly nicknamed Tropical Forests under the sea , these spots of breathtaking beauty serve as home to countless varieties of life, and to us of the land, this alluring, dream-like world forms a tropical paradise filled with romance.

When adjustment is not made

RESORT PLAN
The world s coral reefs, where brilliantly colored fish and a myriad of other tropical creatures come together. Aptly nicknamed Tropical Forests under the sea , these spots of breathtaking beauty serve as home to countless varieties of life, and to us of the land, this alluring, dream-like world forms a tropical paradise filled with romance.

1 Enter the Additional Functions menu and open the <2.COPY SETTINGS> menu.

For details about the procedure above, see steps 1 and 2 in "Setting the Standard Exposure," on p. 3-3.

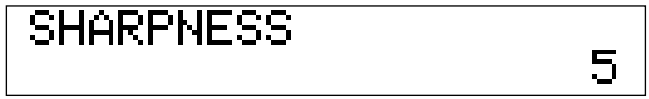
2 Press ◁ or ▷ to select <7.SHARPNESS>, and press OK.

When you press OK, the <SHARPNESS> menu appears.

3 Press ◁ or ▷ to set the desired sharpness level, and press OK.

To copy an original in text and lines, select a high sharpness level.

To copy an original with halftone images such as a photograph, select a low sharpness level.



When you press OK, the selected sharpness level is stored and the display returns to the <COPY SETTINGS> menu.

NOTE

- You can set the sharpness in the range from 1 to 9.
- <9> is the lowest sharpness level and <1> is the highest.

4 Press (Stop) to return to the standby mode.

Setting the Prescan Function

This function allows you to save the first copy time, by making the machine get ready to start copying before you press (Start).

NOTE

- If <PRESCAN> is set to <ON>, the machine get ready to start copying from the moment you set the original in the feeder or on the platen glass.
- The factory setting is <ON>.

1 Enter the Additional Functions menu and open the <2.COPY SETTINGS> menu.

For details about the procedure above, see steps 1 and 2 in "Setting the Standard Exposure," on p. 3-3.

2 Press ◁ or ▷ to select <9.PRESCAN>, and press OK.

When you press OK, the <PRESCAN> setting menu appears.

3 Press ◁ or ▷ to select <ON> or <OFF>, and press OK.

If you want to use the prescan function, select <ON>.

If you do not want to use the prescan function, select <OFF>.

When you press OK, the specified mode is set and the display returns to the <COPY SETTINGS> menu.

4 Press to return to the standby mode.

Appendix

4
CHAPTER

Chart of Available Combination of Functions 4-2
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Chart of Available Combination of Functions

The chart shows the settings combinations when you want to reconfigure the functions.

○ : Combination available

× : Combination unavailable

	Enlargement	Zoom Designation	Automatic Exposure Control	Photo	Text	Text/Photo	Automatic Paper Selection	Stack Bypass	Collate	Rotate Collating	Offset Collating	Staple	Interrupt Copy	Reserve Copy
Enlargement		×	○	○	○	○	○	○	○	○	○	○	○	○
Zoom Designation	×		○	○	○	○	○	○	○	○	○	○	○	○
Automatic Exposure Control	○	○		×	×	×	○	○	○	○	○	○	○	○
Photo	○	○	×		×	×	○	○	○	○	○	○	○	○
Text	○	○	×	×		×	○	○	○	○	○	○	○	○
Text/Photo	○	○	×	×	×		○	○	○	○	○	○	○	○
Automatic Paper Selection	○	○	○	○	○	○		○	○	○	○	○	○	○
Stack Bypass	○	○	○	○	○	○	○		○	○	○	○	○	○
Collate	○	○	○	○	○	○	○	○		×	×	×	○	○
Rotate Collating	○	○	○	○	○	○	○	×	×		×	×	○	○
Offset Collating	○	○	○	○	○	○	○	×	×	×		×	○	○
Staple	○	○	○	○	○	○	○	×	×	×	×		○	○
Interrupt Copy	○	○	○	○	○	○	○	○	○	○	○	○		○
Reserve Copy	○	○	○	○	○	○	○	○	○	○	○	○	○	

◯ : Combination available

× : Combination unavailable

	Enlargement	Zoom Designation	Automatic Exposure Control	Photo	Text	Text/Photo	Automatic Paper Selection	Stack Bypass	Collate	Rotate Collating	Offset Collating	Staple	Interrupt Copy	Reserve Copy
Two-page Separation	◯	◯	◯	◯	◯	◯	◯	◯	◯	◯	◯	◯	◯	◯
2 on 1 Combination	◯	◯	◯	◯	◯	◯	×	◯	◯	◯	◯	◯	◯	◯
Original Frame Erase	◯	◯	◯	◯	◯	◯	◯	◯	◯	◯	◯	◯	◯	◯
Book Frame Erase	◯	◯	◯	◯	◯	◯	◯	◯	◯	◯	◯	◯	◯	◯
Binding Erase	◯	◯	◯	◯	◯	◯	◯	◯	◯	◯	◯	◯	◯	◯
Right Margin	◯	◯	◯	◯	◯	◯	◯	◯	◯	◯	◯	◯	◯	◯
Left Margin	◯	◯	◯	◯	◯	◯	◯	◯	◯	◯	◯	◯	◯	◯
Top Margin	◯	◯	◯	◯	◯	◯	◯	◯	◯	◯	◯	◯	◯	◯
Bottom Margin	◯	◯	◯	◯	◯	◯	◯	◯	◯	◯	◯	◯	◯	◯

◯ : Combination available

× : Combination unavailable

	Two-page Separation	2 on 1 Combination	Original Frame Erase	Book Frame Erase	Binding Erase	Right Margin	Left Margin	Top Margin	Bottom Margin
Enlargement	◯	◯	◯	◯	◯	◯	◯	◯	◯
Zoom Designation	◯	◯	◯	◯	◯	◯	◯	◯	◯
Automatic Exposure Control	◯	◯	◯	◯	◯	◯	◯	◯	◯
Photo	◯	◯	◯	◯	◯	◯	◯	◯	◯
Text	◯	◯	◯	◯	◯	◯	◯	◯	◯
Text/Photo	◯	◯	◯	◯	◯	◯	◯	◯	◯
Automatic Paper Selection	◯	×	◯	◯	◯	◯	◯	◯	◯
Stack Bypass	◯	◯	◯	◯	◯	◯	◯	◯	◯
Collate	◯	◯	◯	◯	◯	◯	◯	◯	◯
Rotate Collating	◯	◯	◯	◯	◯	◯	◯	◯	◯
Offset Collating	◯	◯	◯	◯	◯	◯	◯	◯	◯
Staple	◯	◯	◯	◯	◯	◯	◯	◯	◯
Interrupt Copy	◯	◯	◯	◯	◯	◯	◯	◯	◯
Reserve Copy	◯	◯	◯	◯	◯	◯	◯	◯	◯

○ : Combination available

× : Combination unavailable

	Two-page Separation	2 on 1 Combination	Original Frame Erase	Book Frame Erase	Binding Erase	Right Margin	Left Margin	Top Margin	Bottom Margin
Two-page Separation		×	○	○	×	○	○	○	○
2 on 1 Combination	×		×	×	○	○	○	○	○
Original Frame Erase	○	×		×	×	○	○	○	○
Book Frame Erase	○	×	×		×	○	○	○	○
Binding Erase	×	○	×	×		○	○	○	○
Right Margin	○	○	○	○	○		×	×	×
Left Margin	○	○	○	○	○	×		×	×
Top Margin	○	○	○	○	○	×	×		×
Bottom Margin	○	○	○	○	○	×	×	×	

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About the Manuals for the Machine

The manuals for this machine are divided as follows. Please read them to suit your needs.

For Basic Use Troubleshooting	→	**Reference Guide** (This Document)
For Basic Copying For Convenient Copying	→	**Copying Guide**
For Remote UI Use	→	**Remote UI Guide** CD-ROM
For Setting Up the Network Connection	→	**Setup Guide**
For Printer Use	→	**PS/PCL Printer Guide** CD-ROM
For Installing Printer Driver	→	**PS Driver Guide** **PCL Driver Guide** CD-ROM
For Connecting and Setting the Network	→	**Network Guide** CD-ROM

- The product illustration on the cover may differ slightly from your product.

CD-ROM The volumes marked with this symbol are PDF manuals included in accompanying CD-ROMs.

How This Manual Is Organized

Chap 1 Before You Start Using This Machine

Chap 2 Checking Job

Chap 3 Selecting and Storing Settings to Suit your Needs

Chap 4 System Management Settings

Chap 5 Routine Maintenance

Chap 6 Troubleshooting

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Includes a Report Sample, and Orientation of an Original and the Output.

- Some of the data contained herein may not exactly reflect the current model of the particular product with which this manual has been included. If you have a need for an exact specification, please contact Canon for the current specification.
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Preface

Thank you for purchasing the Canon iR2000/1600 Series. Please read this manual thoroughly before operating the iR2000/1600 Series in order to familiarize yourself with its capabilities, and to make the most of its many functions. After reading this manual, store it in a safe place for future reference.

How to Use This Manual

Symbols Used in This Manual

Symbols are used in this manual for explanations of Restrictions and Cautions upon handling and instructions to be observed for safety.

WARNING	Indicates a warning concerning operations that may lead to death or injury to persons if not performed correctly. In order to use the machine safely, always pay attention to these warnings.
CAUTION	Indicates a caution concerning operations that may lead to injury to persons or damage to property if not performed correctly. In order to use the machine safely, always pay attention to these cautions.
IMPORTANT	Indicates operational warnings and restrictions. Be certain to read these items to operate the machine correctly, and to avoid damage to the machine.
NOTE	Indicates notes for operation or additional explanations. Reading these is recommended.

Buttons Used in This Manual

The control panel keys are indicated with illustration and their names in parenthesis in this manual.

e.g. (Start)

Illustrations Used in This Manual

Unless otherwise mentioned, illustrations used in this manual are those taken when the Feeder (ADF-J1), Finisher-L1, and the Cassette Feeding Module-F1 are attached to the iR1600.

Laser Safety

This Product is certificated as a Class 1 laser product under EN60825-1:1994. This means that the Product does not produce hazardous laser radiation.
Since radiation emitted inside the Product is completely confined within protective housings and external covers, the laser beam cannot escape from the machine during any phase of user operation.

Additional Information

When servicing or adjusting the optical system of the printer, be careful not to place screwdrivers or other shiny objects in the path of the laser beam. Also, accessories such as watches and rings should be removed before working on the printer. The reflected beam, though invisible, can permanently damage your eyes.
Since the beam is invisible, the following labels are attached to the inside of covers where there is danger of exposure to laser radiation:

DANGER- Invisible laser radiation when open.
AVOID DIRECT EXPOSURE TO BEAM.
CAUTION- INVISIBLE LASER RADIATION WHEN OPEN.
AVOID EXPOSURE TO BEAM.
ATTENTION - RAYONNEMENT LASER INVISIBLE EN CAS D'OUVERTURE. EXPOSITION DANGEREUSE AU FAISCEAU.
VORSICHT - UNSICHTBARE LASERSTRAHLUNG, WENN ABDECKUNG GEÖFFNET. NICHT DEM STRAHL AUSSETZEN.
ATTENZIONE - RADIAZIONE LASER INVISIBILE IN CASO DI APERTURA. EVITARE L'ESPOSIZIONE AL FASCIO.
PRECAUCION - RADIACION LASER INVISIBLE CUANDO SE ABRE. EVITAR EXPONERSE AL RAYO.
VARO! - AVATTAESSA OLET ALTTIINA NÄKYMÄTTÖMÄLLE LASERSÄTEILYLLE. ÄLÄ KATSO SÄTEESEEN.
VARNING! - OSYNLIG LASERSTRÅLNING NAR DENNA DELÄR ÖPPNAD. BETRAKTA EJ STRÅLEN.
ADVARSEL! - USYNLIG LASER STRÅLING, NÅR DENNE ER ÅBEN. UNDGÅ BESTRÅLING.
ADVARSEL - USYNLIG LASERSTRÅLING NÅR DEKSEL ÅPNES. UNNGÅ EKSPONERING FOR STRÅLEN.
注意 このカバー内部では不可視レーザー光が放射されています。
レーザー光にさらされないようにしてください。

This Copier has been classified under EN60825-1:1994 and conforms to the following classes;

CLASS 1 LASER PRODUCT
LASER KLASSE 1
APPAREIL A RAYONNEMENT LASER DE CLASSE 1
APPARECCHIO LASER DI CLASSE 1
PRODUCTO LASER DE CLASE 1
APARELHO A LASER DE CLASSE 1

CAUTION

- Use of controls, adjustments or performance of procedures other than those specified in the manual may result in hazardous radiation exposure.

International Energy Star-Program

This product meets the ENERGY STAR® Program for energy efficiency.

The International ENERGY STAR® Office Equipment Program is an international program that promotes energy saving through the use of computers and other office equipment. The program backs the development and dissemination of products with functions that effectively reduce energy consumption. It is an open system in which business proprietors can participate voluntarily. The targeted products are office equipment such as computers, displays, printers, facsimiles, and copiers. Their standards and logos are uniform among participating nations.

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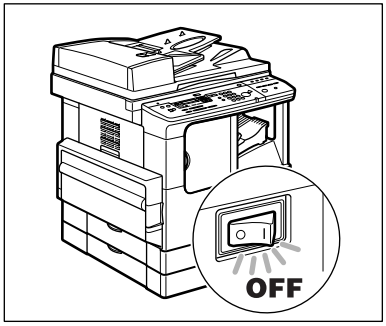
⚠ Important Safety Instructions

Installation

⚠ WARNING

- **Do not install the machine near alcohol, paint thinner or other inflammable substances. If inflammable substances come into contact with electrical parts inside the machine, this may result in a fire or electrical shock.**
- **Do not place the following items on the machine. If these items come into contact with a high-voltage area inside the machine, this may result in a fire or electrical shock.**
  If these items are dropped or spilled inside the machine, immediately turn OFF the main power switch, and unplug the power plug from the outlet. Then, contact your service representative or the shop that you purchased this product.
  - Necklaces and other metal objects.
  - Cups, vases, flowerpots and other containers filled with water or liquids.



⚠ CAUTION

- **Do not install the machine in unstable locations, such as on unsteady platforms or on inclined floors, or in locations which are subject to excessive vibrations, as this may cause the machine to fall or tip over, resulting in personal injury.**
- **Never block the ventilation slots and louvers on the machine. These openings are provided for proper ventilation of working parts inside the machine. Blocking these openings can cause the machine to overheat.**
- **Do not install the machine in the following locations.**
  - A damp or dusty location
  - A locations near water faucets and water
  - A location that is exposed to direct sunlight
  - A location subject to high temperatures
  - A location that is subject to open flames

Power Supply

⚠ WARNING

- **Do not damage or modify the power cord. Also, do not place heavy objects on the power cord, or pull on or excessively bend it, as this could cause electrical damage and result in a fire or electrical shock.**
- **Keep the power cord away from a heat source; failure to do this causes the cord coating to melt and results in fire or electrical shock.**
- **Do not insert or unplug the power plug with wet hands, as this may result in electrical shock.**
- **Do not plug the machine into a multi-plug power strip, as this may cause a fire or electrical shock.**
- **Do not bundle up or tie the power cord in a knot, as this may result in a fire or electrical shock.**
- **Insert the power cord completely into the outlet, as failure to do so may result in a fire or electrical shock.**
- **Do not use power cords other than the provided power cord, as this may result in a fire or electrical shock.**
- **As a general rule, do not use extension cords. Using an extension cord may result in a fire or electrical shock. If an extension cord must be used, however, use the type rated for voltages of AC 220-240 V and over and untie the cord binding and insert the power plug completely into the extension cord outlet to ensure a firm connection between the power and extension cords.**

⚠ CAUTION

- **Do not use power supplies with voltages other than those specified, as this may result in a fire or electrical shock.**
- **Always grasp the plug portion when unplugging the power plug. Pulling on the power cord may expose or snap the core wire, or otherwise damage the power cord. If the cord is damaged, this could cause an electricity leak and result in a fire or electrical shock.**
- **Leave sufficient space around the power plug so that it can be unplugged easily. If objects are placed around the power plug, you will be unable to unplug it in an emergency.**

Handling

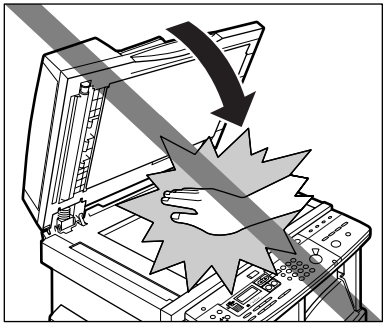
⚠ WARNING

- **Do not attempt to disassemble or modify the machine. There are high-temperature and high-voltage components inside the machine which may result in a fire or electrical shock.**
- **If the machine makes strange noises, or emits smoke, heat or unusual smells, immediately turn OFF the main power switch, and unplug the power plug from the outlet. Then, contact your service representative or the shop that you purchased this product. Continued use of the machine in this condition may result in a fire or electrical shock.**

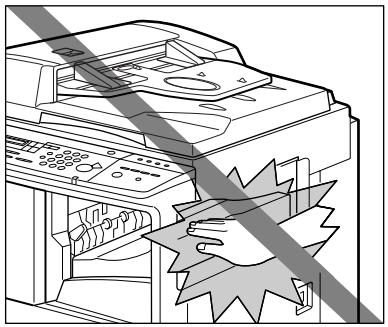
- **Do not use highly flammable sprays near the machine. If gas from these sprays comes into contact with the electrical components inside the machine, this may result in a fire or electrical shock.**
- **To avoid damage to the power cord and creating a fire hazard, always turn OFF the main power switch, unplug the power plug from the outlet, and unplug the interface cable when moving the machine. Or else, power cord and interface cable may be damaged and will lead to fire or electrical shock.**
- **Do not drop paper clips, staples or other metal objects inside the machine. Also, do not spill water, liquids or flammable substances (alcohol, benzene, paint thinner, etc.) inside the machine. If these items come into contact with a high-voltage area inside the machine, this may result in a fire or electrical shock. If these items are dropped or spilled inside the machine, immediately turn OFF the main power switch, and unplug the power plug from the outlet. Then contact your service representative or the shop you purchased the machine.**

⚠ CAUTION

- **Do not place heavy objects on the machine, as they may tip over or fall resulting in personal injury.**
- **Close the Feeder and platen glass cover gently to avoid catching your hand, as this may result in personal injury.**



- **Do not press down hard on the feeder when using the platen glass to make copies of thick books, etc. Failure to do so may damage the platen glass and result in personal injury.**
- **Do not touch the moving Finisher trays while the machine is copying or printing, as this may result in personal injury.**



- **Turn OFF the main power switch for safety when the machine will not be used for a long period of time such as overnight. Also, turn OFF the main power switch, and unplug the power plug for safety when the machine will not be used for an extended period of time such as during consecutive holidays.**
- **Do not place your hand in the part of the tray where stapling is performed while a Finisher is attached, as this may result in personal injury.**
- **Laser beam may be harmful to human bodies. Since radiation emitted inside the product is completely confined within protective housings and external covers, the laser beam cannot escape from the machine during any phase of user operation. Read the following remarks and following instructions for safety.**
  - **Never open covers other than those instructed in this manual.**
  - **Do not remove the caution label attached to the cover of the laser scanner unit.**
  - **If the laser light escapes form the machine, exposure may cause serious damage to your eyes.**

Maintenance and Inspections

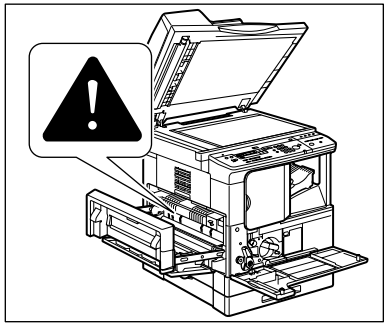
⚠ WARNING

- **When cleaning the machine, first turn OFF the main power switch, then unplug the power plug. Failure to observe these steps may result in a fire or electrical shock.**
- **Clean the machine using a firmly wrung cloth dampened with a mild cleansing detergent mixed with water. Do not use alcohol, benzene, paint thinner or other flammable substances. If flammable substances come into contact with a high-voltage area inside the machine, this may result in a fire or electrical shock.**
- **There are some areas inside the machine which are subject to high voltages. When removing jammed paper or when inspecting the inside of the machine, do not allow necklaces, bracelets or other metal objects to touch the inside of the machine, as this may result in burns or electrical shock.**
- **Do not throw used toner cartridges into open fires. The toner will catch on fire and may cause burns or fire.**

⚠ CAUTION

- **Unplug the power plug from the outlet at least once a year, and clean the area around the base of the plug's metal pins to ensure all dust is removed. If dust accumulates in this area, it may result in a fire.**

- **The fixing unit and its surroundings inside the machine may become hot during use. When removing jammed paper or when inspecting the inside of the machine, do not touch the fixing unit and its surroundings, as this may result in burns.**



- **When removing jammed paper or replacing the toner cartridge, take care not to allow the toner to come into contact with your hands or clothing, as this will dirty your hands or clothing. If they become dirty, wash them immediately with cold water. Washing with warm water will set the toner and make it impossible to remove the toner stains.**
- **When removing paper which has become jammed inside the machine, remove the jammed paper gently to prevent the toner on the paper from scattering and entering your eyes or mouth. If toner enters your eyes or mouth, wash immediately with cold water and consult a physician.**
- **When loading paper or removing jammed originals or paper, take care not to cut your hands on the edges of the original or paper.**

Consumables

⚠ WARNING

- **Do not throw used toner cartridges into open flames, as this may cause toner remaining inside the cartridges to ignite and result in burns or a fire.**
- **Do not store toner cartridges or copy paper in places exposed to open flames, as this may cause the toner, or paper to ignite and result in burns or a fire.**

⚠ CAUTION

- **Keep toner cartridges and other consumables out of the reach of small children. If these items are ingested, consult a physician immediately.**

Others

⚠ WARNING

- **For cardiac pacemaker users:**
  This product emits low level magnetic flux. If you use a cardiac pacemaker and feel abnormalities, please move away from this product and consult your doctor.

Legal Limitation on Usage of Your Product and the Use of Images

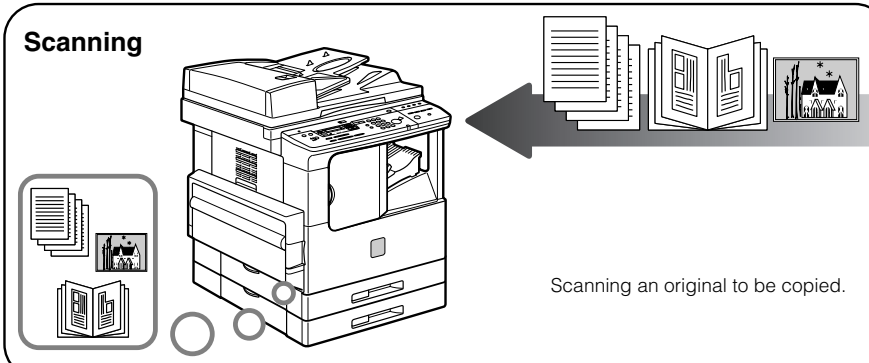
Using your product to scan, print or otherwise reproduce certain documents, and the use of such images as scanned, printed or otherwise reproduced by your product, may be prohibited by law and may result in criminal and/or civil liability. A non-exhaustive list of these documents is set forth below. This list is intended to be a guide only. If you are uncertain about the legality of using your product to scan, print or otherwise reproduce any particular document, and/or of the use of the images scanned, printed or otherwise reproduced, you should consult in advance with your legal advisor for guidance.

- Paper Money
- Money Orders
- Certificates of Deposit
- Postage Stamps (canceled or uncanceled)
- Identifying Badges or Insignias
- Selective Service or Draft Papers
- Checks or Drafts Issued by Governmental Agencies
- Motor Vehicle Licenses and Certificates of Title
- Traveler's Checks
- Food Stamps
- Passports
- Immigration Papers
- Internal Revenue Stamps (canceled or uncanceled)
- Bonds or Other Certificates of Indebtedness
- Stock Certificates
- Copyrighted Works/Works of Art without Permission of Copyright Owner

Operation of the Machine and Terms Used in This Manual

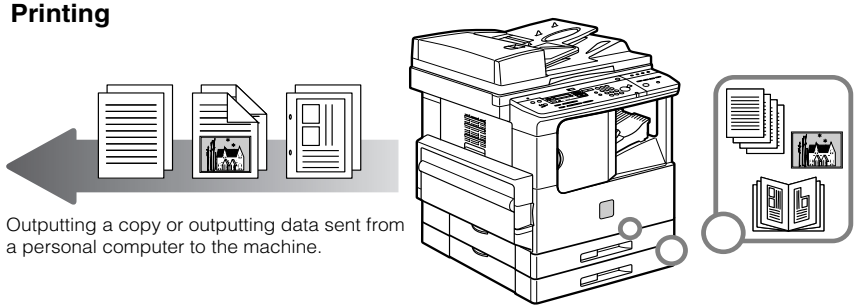
This machine makes effective use of memory in order to perform print operations efficiently. For example, as soon as the machine has scanned the original that you want to copy, it can immediately scan the next person's original. You can also print from this machine, using a function other than the Copy function. In this machine, these operations take place in a complex way, so that not only copies, but also various kinds of prints may sometimes have to wait their turn before they can be output.
To avoid confusion when reading this manual, the terms "scanning," "printing," and "copying" used throughout this manual are defined as set out below. There are some cases in which the scanning of an original when making a copy, and the process of making a print, are described separately.

Scanning



Scanning an original to be copied.

Printing



Outputting a copy or outputting data sent from a personal computer to the machine.

Copying

Scanning of an original, printing through finishing (stapling, etc.).

Before You Start Using This Machine 1

CHAPTER

This chapter describes what you should know before using this machine, such as main features, parts and their functions, how to turn on the main power, and so on.

About the Installation Location and Handling 1-2
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What the iR 2000/1600 Series Machine Can Do 1-9
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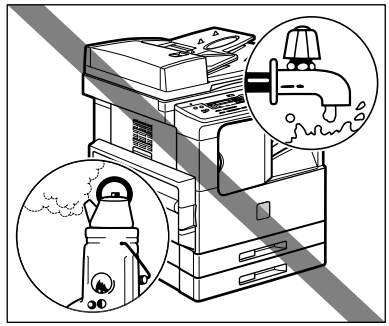
About the Installation Location and Handling

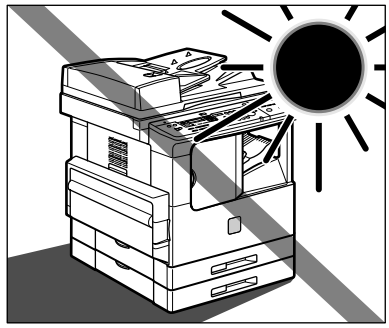
Installation Precautions

Avoid Installing the Machine in the Following Locations

■ **Avoid locations which are subject to extremes of temperature and humidity: either low or high.**
For example, avoid installing the machine near water faucets, hot water heaters, humidifiers, air conditioners, heaters or stoves.

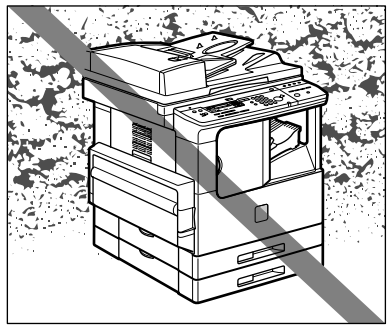


■ **Avoid installing the machine in direct sunlight.**
If this is unavoidable, shade the machine, using curtains.



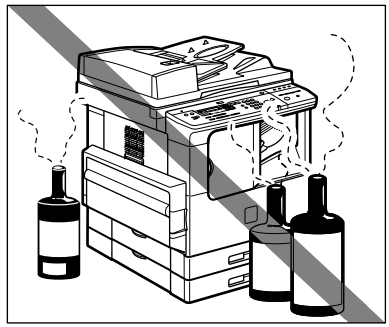
■ **Avoid poorly ventilated locations.**

During use, the machine generates ozone. However, the amount of ozone generated is not enough to affect the human body. Nevertheless, if the machine is used for a prolonged period of time in a poorly ventilated room, or when making a large quantity of prints, be sure to ventilate the room to make the working environment as comfortable as possible.



■ **Avoid locations where a considerable amount of dust accumulates.**

■ **Avoid locations where ammonia gas is emitted.**



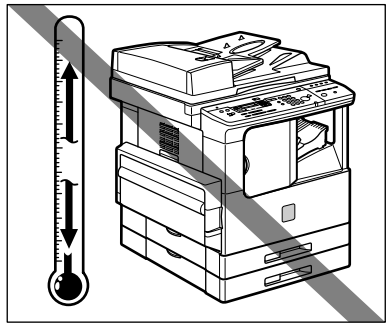
■ **Avoid locations near volatile, flammable materials, such as alcohol or paint thinner.**

■ **Avoid locations which are subject to vibration.**

For example, avoid installing the machine on unstable floors or stands.

■ **Avoid exposing the machine to rapid changes in temperature.**

If the room in which the machine is installed is rapidly heated from a low temperature, condensation may form inside the machine. This can adversely affect print quality or result in an inability to obtain print images.



■ **Avoid installing the machine near computers or other precision electronic equipment.**

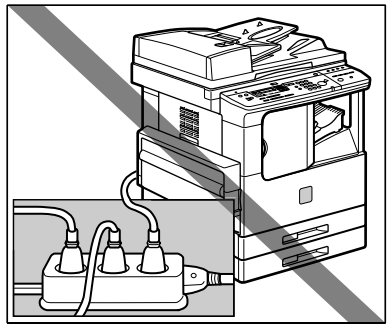
Electrical interference and vibrations generated by the machine during printing can adversely affect the operation of such equipment.

■ **Avoid installing the machine near televisions, radios, or similar electronic equipment.**

The machine might interfere with sound and picture signal reception, etc. Plug the machine into a dedicated power outlet and maintain as much space as possible between the machine and other electronic equipment.

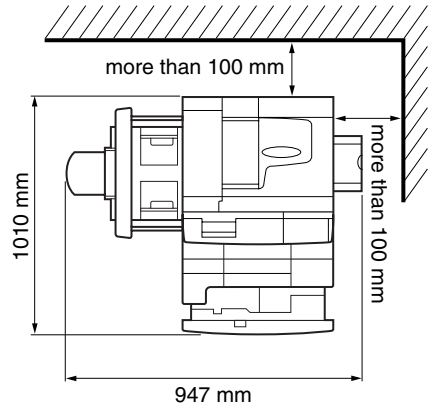
Select a Safe Power Supply

- **Plug the machine into a 220~240 V AC outlet.**
- **Do not plug other electrical equipment into the outlet in which the machine is connected.**
- **Do not plug the machine into a multi-plug power strip. Doing so might cause a fire.**
- **The power cable may become damaged if it is often stepped on or if heavy objects are placed on it. Continued use of a damaged power cable can lead to an accident.**



Provide Adequate Installation Space

- **Provide enough space at each side and the top of the machine for unrestricted operation.**



(When Finisher - L1 is attached)

NOTE

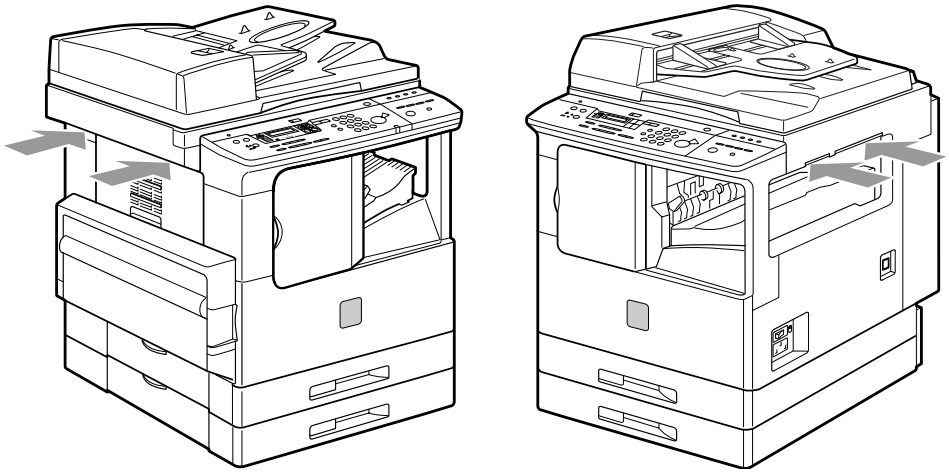
- Be sure to provide enough space also at the top of the machine in order to open the feeder or platen glass cover.

Moving the Machine

■ If you intend to move the machine, contact your service representative beforehand.

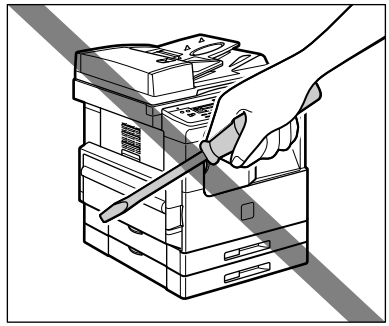
■ When you are moving the machine by yourself, be sure to unplug the power cord and disconnect all the other connection cables before moving. Failure to do so may damage the power cord and may result in fire or electric shock.

■ When carrying the machine, be sure to hold the parts indicated below. Failure to do so may cause the machine to be dropped and result in injury.



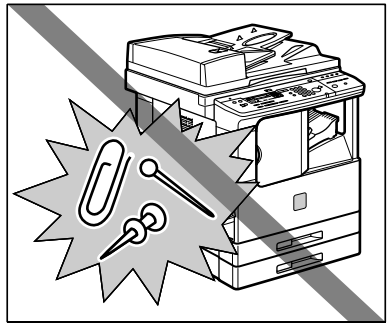
Handling Precautions

■ **Do not attempt to disassemble or modify the machine.**



■ **Some parts inside the machine are subject to high voltages and temperatures. Take adequate precaution when inspecting the inside of the machine. Do not carry out any inspections not described in this manual.**

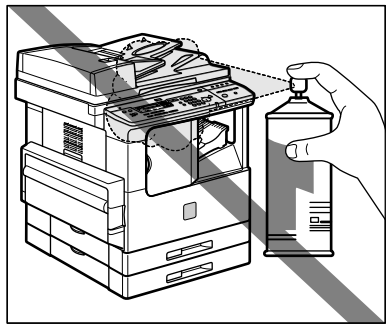
■ **Be careful not to drop any foreign objects, such as paper clips or staples, inside the machine. If a foreign object comes into contact with electrical parts inside the machine, it might cause a short circuit and result in a fire or an electrical shock.**



■ **If there is unusual noise or smoke, immediately turn the main power switch off, then call your service representative. Using the machine in this state might cause a fire or an electric shock. Also, avoid placing objects around the plug so that the machine can be unplugged whenever necessary.**

■ **Do not turn the main power switch off or open the front cover during operation of the machine. This might result in paper jams.**

■ **Do not use highly flammable sprays, such as spray glue, as it may catch fire.**



What the iR 2000/1600 Series Machine Can Do

Reserving Next Job While Current Job is in Operation

You can perform several jobs without waiting for the current job to be finished. For example, you can reserve a print job while the machine is printing a job scanned into the memory.

Setting Specifications to Suit Your Needs

The Additional Functions menu appears when you press (Additional Functions). The Additional Functions menu enables you to make common settings related to many functions of the machine, as well as to make settings for specific functions to suit your needs.

The Additional Functions menu

NOTE

- Settings made in the Additional Functions menu are not changed even when you press (Reset).
- For details of how to make custom settings, see “Selecting and Storing Settings to Suit your Needs,” on p. 3-1.
- For details of the System Settings, see “System Management Settings,” on p. 4-1.

Functions That Conserve Power Consumption

You can conserve power consumption efficiently using the following functions when the machine is not in operation.

NOTE

- The display turns off when the machine enters one of these functions.
- You can print data sent from a computer even when the machine enters one of these functions.

■ Energy Saver Mode

When the machine remains idle for a specified period of time, it enters the energy saver mode. Compared with turning off the power, you can reactivate the machine from the energy saver mode quickly.

NOTE

- The Auto Sleep Time can be set from 3 to 30 minutes. The default setting is “15 minutes.”
- For details about the Energy Saver function, see “Setting the Energy Saver Mode,” on p. 3-18.

■ Daily Timer

You can set the time to enter the energy saver mode automatically for each day of the week.

NOTE

- For details about the Daily Timer, see “Setting the Daily Timer,” on p. 3-19.

Department ID Management

By storing a Department ID and Password for each department, you can restrict the use of the machine to whom the ID number and the password is provided.

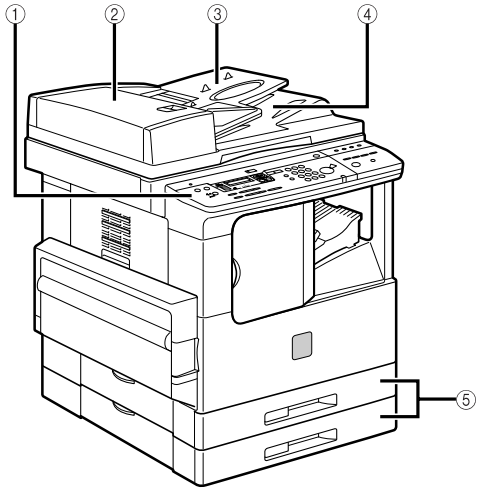
Checking the Job Status

Pressing Monitor allows you to monitor the status of the copy jobs currently being processed and to check and cancel them.

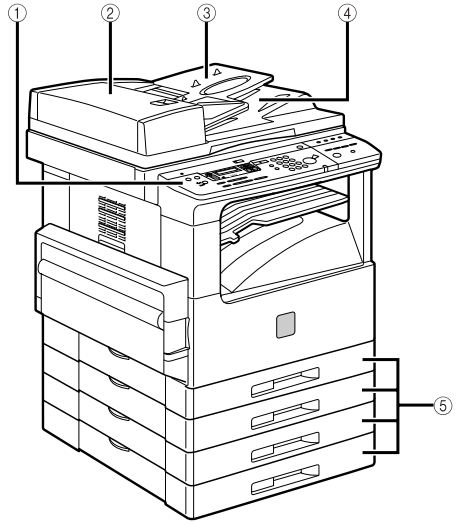
Parts and Their Functions

External View

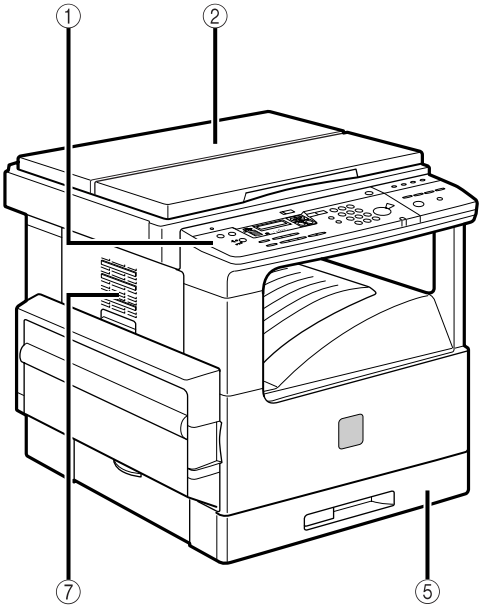
When Feeder (ADF-J1), Finisher-L1, and Cassette Feeding Module-F1 (iR1600 only) are attached

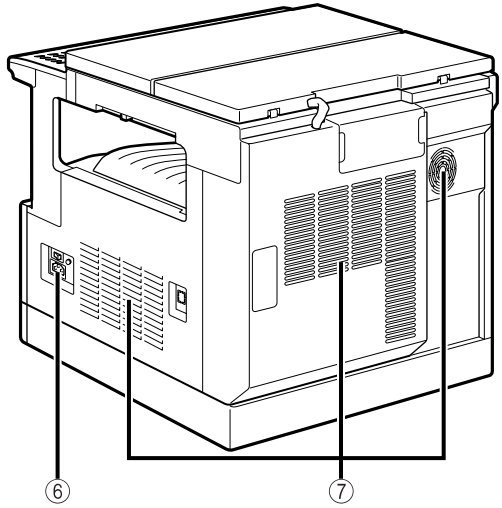


When Feeder (ADF-J1), Inner 2-Way Tray-B1, and Cassette Feeding Module-G1 (iR2000 only) or Cassette Feeding Module-H1 (iR1600 only) are attached



When the platen glass cover and Cassette Feeding Module-F1 (iR1600 only) are attached





① Control panel

(See "Control Panel Parts and Functions," on p. 1-14.)

② Feeder (platen glass cover)

③ Original Supply tray

④ Original Output area

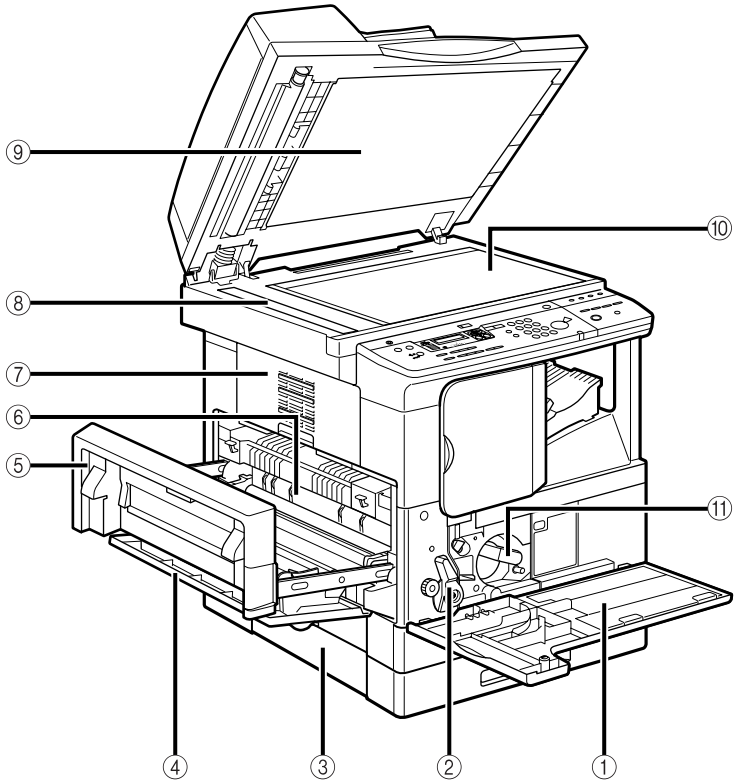
⑤ Paper drawers

Hold up to 250 sheets of paper (80 g/m^2).

⑥ Main power switch

⑦ Ventilation slot

Internal View



① Front cover

② Unlock lever

③ Lower left cover

④ Stack bypass

Feeds transparencies and non-standard size paper stock. (See “Making Prints Using the Stack Bypass,” on p. 1-30.)

⑤ Left cover

⑥ Drum cartridge

⑦ Upper left cover

Open this cover when clearing paper jams. (See “Clearing Paper Jams,” on p. 6-2.)

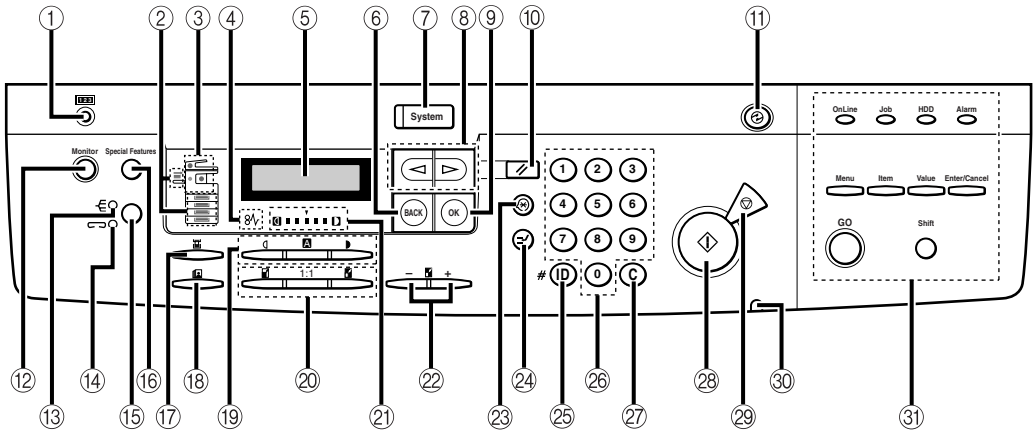
⑧ Scanning area

⑨ Rear side of platen glass cover

⑩ Platen glass

⑪ Toner cartridge

Control Panel Parts and Functions



① (Counter) button

Press to check the counter information.

② Paper Select indicator

The selected paper drawer or stack bypass lights.

③ Jam Location indicator

The location of the paper jam lights.

④ (Jam) indicator

Lights when a paper jam occurs.

⑤ LCD Display

Displays messages and prompts during operation. Displays selections, text, and numbers when adjusting the settings.

⑥ Back button

Press to go back to the previous screen when adjusting the settings using the menu.

⑦ System button and indicator

Press to turn on/off the printer function. The indicator lights when the printer function is on.

⑧ (Cursor) button

Press to select an item when adjusting the settings, etc.

⑨ OK button

Press to set a mode or function.

⑩ (Reset) button

Press to return the settings to the Standard mode.

⑪ (Energy Saver) button

Press to enter/recover from the energy saver mode.

⑫ Monitor button

Press to check the status of copy jobs.

⑬ (Staple) indicator

Lights when the stapler function is on.

⑭ (Collation) indicator

Lights when the collation function is on.

⑮ Finisher button

Press to turn on/off the finisher function (collation and stapler).

⑯ Special Features (Special Features) button

Press to set the special copy features such as Two-page separation, 2 on 1 combination, Margin, and Frame erase.

⑰ (Paper Select) button

Press to select the paper stack in the stack bypass and paper drawers.

⑱ (Image quality) button

Press to select the Image quality from the text, text/photo, and photo mode.

⑲ (Light)/A (Automatic Exposure)/ (Dark) button

(Light) button
Press to adjust the lightness of documents you copy.

A (Automatic Exposure) button and indicator
Press to turn on/off the Automatic Exposure function. The indicator lights when the Automatic Exposure is on.

(Dark) button
Press to adjust the darkness of documents you copy.

⑳ (Reduce)/1:1 (Direct)/ (Enlarge) button

(Reduce) button
Press to reduce the size of a document when copying.

1:1 (Direct) button
Press to return to the direct copy.

(Enlarge)
Press to enlarge the size of a document when copying.

㉑ Exposure indicator

The indicator shows the current exposure setting.

㉒ Zoom button

Press to set the zoom mode.

㉓ (Additional Functions) button

Press to set additional functions using the menu.

㉔ (Interrupt) button

Press to interrupt a continuous copying job when you need to make priority copies.

㉕ ID ID button

Press when setting the Department ID Management function.

㉖ Numeric button

Press to enter numerical values.

㉗ C (Clear) button

Press to clear incorrectly entered values or characters.

㉘ (Start) button

Press to start an operation.

㉙ (Stop) button

Press to temporarily stop a scanning operation or an output operation of the copy function.

㉚ Main Power indicator

Lights when the main power is turned on.

㉛ Printer Operation Panel

Used for printer function. For details, refer to the *PS/PCL Printer Guide* .

Main Power and Control Panel Power

The machine is provided with two power buttons, a main power button and a Energy Saver button ( ).

How to Turn On the Main Power

This section explains about how to turn on the main power.

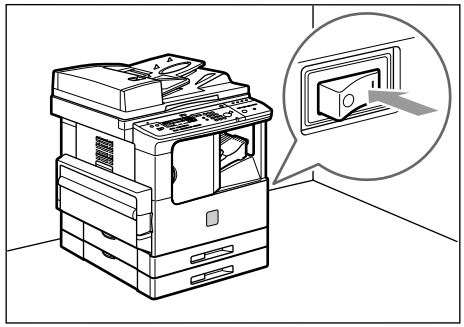
1 Make sure that the power plug is firmly inserted into the power outlet.

WARNING

- **Never remove or insert the power plug with wet hands. This can cause an electrical shock.**

2 Press the power switch to ON (" I " side). The main power switch is located on the right side of the machine.

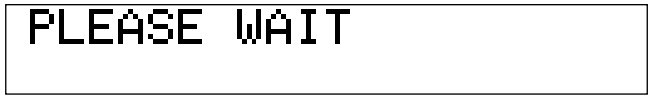
When turning off the main power, press the main power switch to the "O" side.



The main power indicator on the control panel lights.

If the main power indicator does not light, check if the power plug is firmly inserted into the power outlet.

The below is displayed until the machine gets ready to scan.



The screen below is displayed when the machine is ready to scan.

It takes about 30 seconds (at a room temperature of 20°C) for the machine to warm up.

IMPORTANT

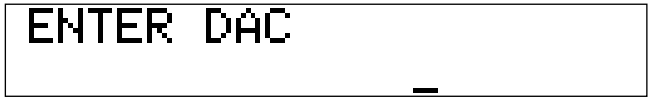
- If you turn off the main power, wait for at least three seconds before turning the main power back on.

NOTE

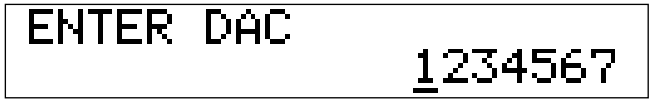
- The standard settings are selected at power on.
- The standard copy settings are as follows:
  - Copy ratio: Direct (100%)
  - Paper selection: Auto Paper Selection
  - Copy exposure: 5
  - Copy quantity: 1
- You can change the standard copy settings. (See the *Copying Guide*.)
- You can reserve a job when the display above appears. (See the *Copying Guide*.)

3 When a message appears on the display, follow the instructions.

● **If the message <ENTER DAC> appears:**



▼ Enter the Department ID using the numeric keys, and press OK.



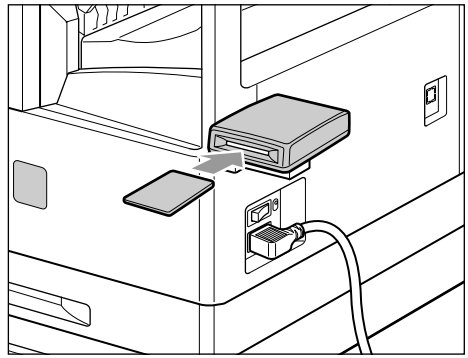
▼ Enter the Password.

NOTE

- "DAC" stands for "Department Access Code."
- See "After Turning the Power On," on p. 1-21., for details about entering the department ID and Password.
- <DAC PASSWORD> is displayed only when the Password is set.
- For details about the Department ID Management, see "Setting the Department ID Management," on p. 4-5.

● **If the message <INSERT CONTROL CARD> appears:**

▼ Insert a control card.



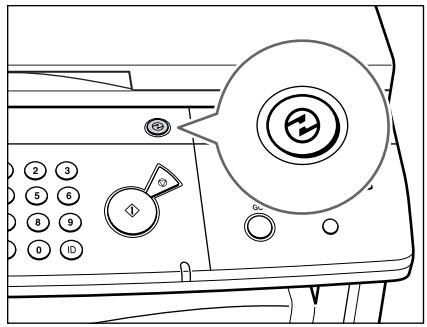
NOTE

- For details about the control card, see "Card Reader," on p. 7-27.

Energy Saver Button ( )

If the machine remains idle for a specified length of time, or (Energy Saver) is pressed, the machine enters the energy saver mode.

Press (Energy Saver) to cancel the energy saver mode and resume normal machine operations.



NOTE

- The power consumption at energy saver mode can be set in the Additional Functions menu. (See “Setting the Power Consumption in Energy Saver Mode,” on p. 3-7.)
- The length of time taken by the machine to enter the energy saver mode can be set in Additional Functions menu. (See “Setting the Power Consumption in Energy Saver Mode,” on p. 3-7.)
- The machine does not enter the sleep mode even if you press (Energy Saver), if the machine is scanning or printing, or any original is set in the Feeder. (See “Setting the Energy Saver Mode,” on p. 3-18.)
- The machine can receive and print documents from a personal computer even when it is in the low energy mode.

Turning Off the Main Power When Optional Hard Disk is Attached

When the optional Hard Disk is attached, be sure to shut down the Hard Disk before turning off the main power of the machine. Failure to do so may cause malfunction of the Hard Disk.

NOTE

- For details about how to shut down the Hard Disk, see the PS/PCL Printer Guide.
- When entering the energy saver mode, you do not need to shut down the Hard Disk.

The System Settings of This Machine

It is necessary to set up the machine before using it on a network or with the printer.

Refer to the following instructions:

■ **Setting up and Connecting to the Network**
See the *Network Guide*.

■ **Installing the Printer Driver**
See the *PS/PCL Driver Guide*.

■ **Date and Time Settings**
See “Setting the Current Date and Time,” on p. 3-15.

■ **System Management Settings**
See “System Management Settings,” on p. 4-1.

Entering the Department ID and Password

When Department ID Management has been set, the Department ID and Password must be entered before operating this machine.

IMPORTANT

- When the optional Card Reader is attached, (ID) does not function. Also, the operation described in “After Turning the Power On” below is not necessary.

NOTE

- When you are using the control card, the message <INSERT CONTROL CARD> appears on the display. Insert the control card into the card slot. (See “Card Reader,” on p. 7-27.)

After Turning the Power On

After turning the power on and the machine becomes ready to scan, the display for entering the Department ID and Password appears.

NOTE

- For details of how to turn the power on, see “Main Power and Control Panel Power,” on p. 1-16.

1 Enter the department ID up to seven digits, using the numeric buttons, and press (OK).

When you press (OK), <DAC PASSWORD> will appear on the display.

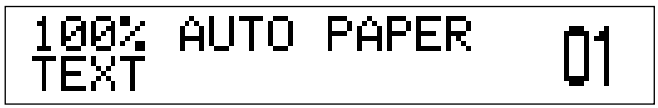
If the Password is not set, proceed to step 3.

NOTE

- If you made a mistake when entering the Department ID, press (C) (Clear), and enter the correct value.

2 **Enter the Password, and press OK.**

When you press OK, the standby display appears.



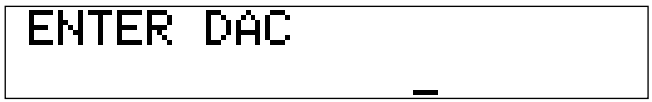
NOTE

- If the Department ID and/or Password that you entered are wrong, the beep sounds. Repeat the procedure from step 1.
- If you made a mistake when entering the Password, press C (Clear), and enter the correct value.
- For details about the Department ID Management, see "Setting the Department ID Management," on p. 4-5.

After Finishing Operations of the Machine

1 **When your operations are completed, press ID.**

The display for entering the Department ID and Password appears.



NOTE

- To perform operations again, enter the Department ID and Password.
- If you do not press ID after finishing your operations, any subsequent copies will be totaled under the Department ID which you previously entered.
- The display for entering the Department ID and Password automatically appears after the specified time has elapsed, even if you forget to press ID after finishing your operation. (See "Setting the Auto Clear," on p. 3-16.)

Placing Originals

Set the originals on the platen glass or in the feeder, depending on the size and type of paper that you want to print and the settings that you have programmed.

■ **Platen glass**

Place the originals on the platen glass when scanning bound originals, originals on heavy or lightweight paper, and transparencies.

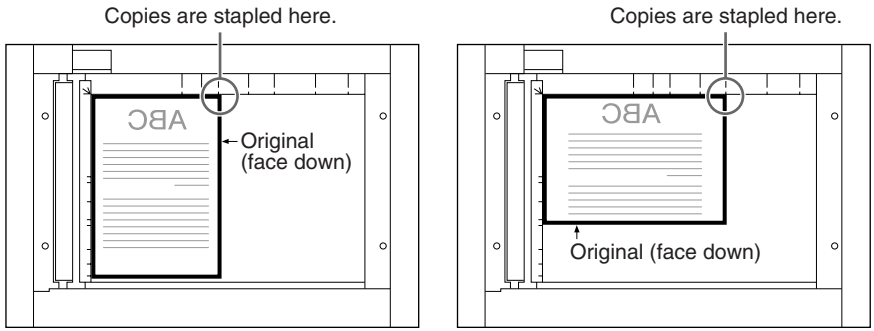
■ **Feeder (when attached)**

Place a stack of originals in the optional feeder, and press (Start). The machine automatically scans them into memory.

Orientation of Originals

You can place original either vertically or horizontally. Always align the top edge of your original with the back edge of the platen glass (upper left corner) or the feeder.

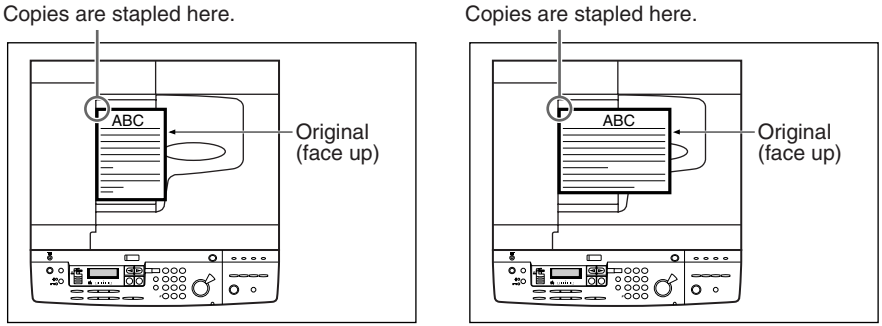
[Platen glass]



Vertical placement **Horizontal placement**

[Feeder]

Staple copy: place the original with its top upward



Vertical placement **Horizontal placement**

IMPORTANT

- The copies are stapled at the part equivalent to the upper left side of the original.

NOTE

- If the top edge of the original is not aligned with the back edge of the platen glass, prints may not be made correctly, depending on the mode you have set.
- A4, B5 and A5-size originals can be placed either vertically or horizontally. However, the scanning speed for horizontally placed originals is somewhat slower than for vertically placed originals. You can place originals horizontally when printing with Preset Zoom mode, such as when processing A4 ▭→A3 ▭.
- Horizontally placed A4, B5 and A5-size originals are referred to as A4 ▭, B5 ▭ and A5 ▭.
- A3 and B4-size originals must be placed horizontally.

- To get the same output result as when the original is placed on the platen glass, place it upside-down and face up. However, when using the stapler function, the Finisher rotates the output automatically.

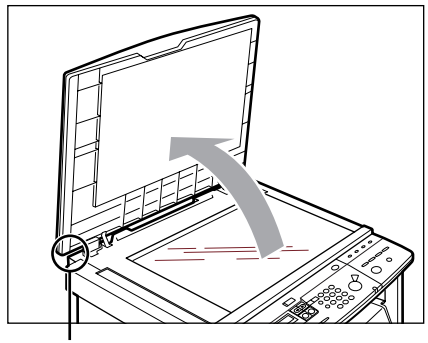
Placing an Original on the Platen Glass

You should use the platen glass when scanning books and other bound originals, heavy or lightweight paper originals, transparencies, etc., into memory.

IMPORTANT

- When the optional feeder is attached, the original-size-detection function of the platen glass does not work.

1 Lift up the feeder/platen glass cover.

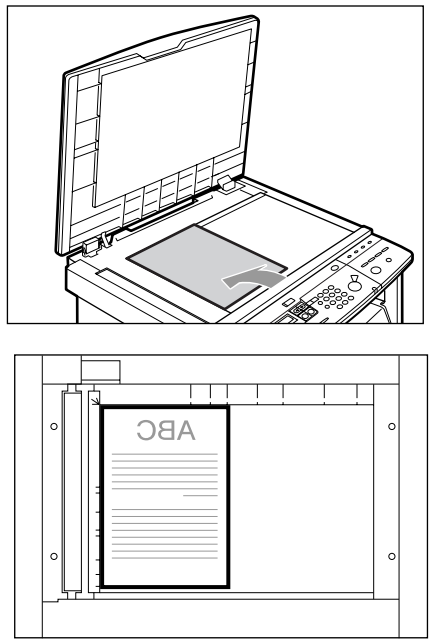


IMPORTANT

- The iR 2000 is equipped with an open/close sensor of the platen glass cover. When placing originals on the platen glass, lift the platen glass cover about 30 cm. If the sensor does not detach from the platen glass cover, the size of originals may not be detected correctly.

2 Place your original.

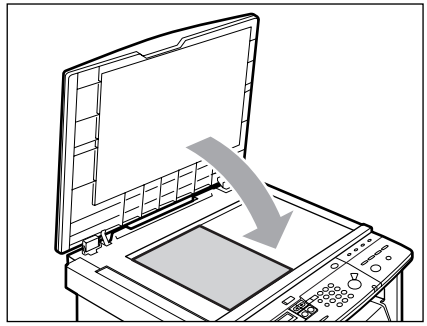
The surface that you want to scan into memory must be placed face down. Align the corner of the original with the top left corner (the arrow) of the platen glass.



Place books and other bound originals on the platen glass in the same way.

When enlarging A4, B5 or A5-size originals to A3 or B4-size paper, place the original horizontally on the platen glass, and align it with the A4 ▭, B5 ▭ or A5 ▭ marks.

3 Gently lower the feeder/platen glass cover.



CAUTION

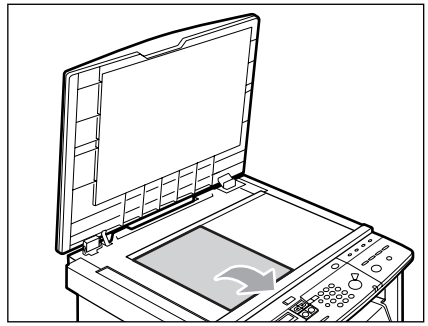
- **Close the feeder/platen glass cover gently, to avoid catching your hand, as this may result in personal injury.**
- **Do not press down the feeder/platen glass cover with force when scanning thick books. This may damage the platen glass and cause personal injury.**

IMPORTANT

- When placing originals on the platen glass, the size of the original is detected after the platen glass cover has been lowered. (For iR 2000 only.) Be sure to lower the platen glass cover before copying.
- STMT size and postcards cannot be detected. Follow the instructions on the display and specify the original size or select the paper.

NOTE

- Remove the original from the platen glass when scanning is completed.



Placing Originals in the Optional Feeder (ADF-J1)

If the machine is equipped with the optional feeder, place a stack of originals, and press (Start). The machine automatically scans them into memory.

You can place the following originals in the original supply tray:

- Weight: 38 to 128g/m² (set the originals one-by-one when they are very thin (38 to 52 g/m²) or very thick (105 to 128 g/m²))
- Size: A3 ▭, B4 ▭, A4 ▯, A4 ▭, B5 ▯, B5 ▭, A5 ▯, A5 ▭, B6 ▯, 11" × 17" ▭, LGL ▭, LTR ▯, LTR ▭, and STMT ▯.
- Tray capacity: 50 sheets (A4 or smaller)
  25 sheets (B4 or larger)

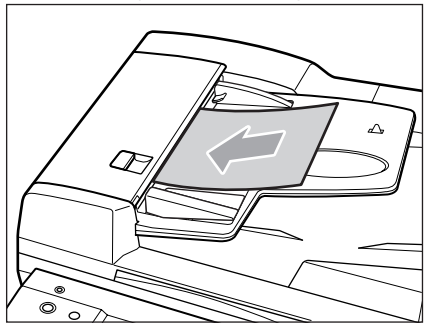
IMPORTANT

- Do not place the following types of originals in the feeder:
  - Originals with tears or large binding holes
  - Severely curled originals or originals with sharp folds
  - Clipped or stapled originals
  - Carbon-backed paper or other originals which might not feed smoothly
  - Transparencies and other highly transparent originals
- Avoid scanning the same original using the feeder more than approximately 30 times. From being scanned repeatedly, the original gets folded or torn, which may cause a paper jam.
- If the feeder rollers are soiled from scanning an original written with pencil, perform the Feeder Cleaning procedure. (See “Cleaning the Feeder,” on p. 5-23.)

1 Neatly place your originals face up in the original supply tray.

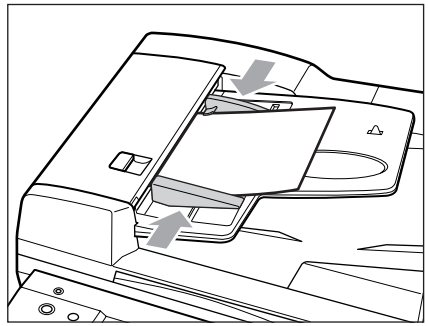
When enlarging A4, B5 or A5-size originals to A3 or B4-size paper, place your originals horizontally.

Place the original as far as it will go, until the original set indicator is lit.



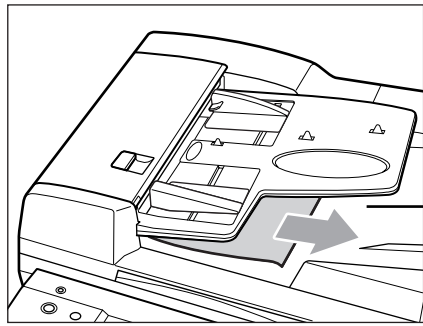
A beep sounds when the original is set correctly.

2 Adjust the slide guides to fit the size of the originals.



IMPORTANT

- Do not add or remove originals while they are being scanned.
- When scanning is completed, remove the originals from the original output tray to avoid paper jams.



NOTE

- The scanned originals are output face down to the original output tray.

Making Prints Using the Stack Bypass

When making prints on transparencies, or non-standard size paper stock, load the paper stock in the stack bypass.

IMPORTANT

- Note the following points when using the stack bypass:
  - Copy quantity: 1 to about 100 sheets (80g/m^2)
  - Paper size: 100mm x 148mm to 297mm x 432mm
  - Paper weight: 60g/m^2 to 128g/m^2
  - Curl down paper before use. (Curl amount: less than 10mm for normal paper; less than 5 mm for heavy paper.) There are some types of paper stock which may meet the above specifications but cannot be fed in the stack bypass.
- Do not load different size/type paper at the same time.
- It is recommended not to use the paper with anything printed on the back.
- When using the label sheets load them one by one on the stack bypass.
- When printing on envelopes, empty the output tray when at most 10 printed envelopes accumulate in the tray.
- For details about paper sizes when using the stack bypass, see “Setting the Standard Paper for the Stack Bypass,” on p. 3-9.

■ Standard Size

You can select standard A or B series paper, or inch-size paper.

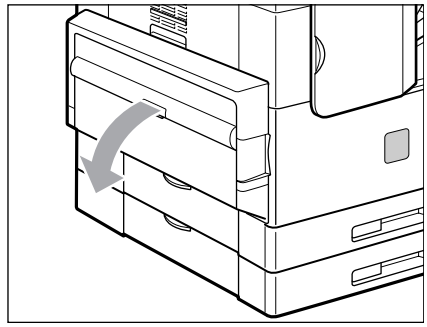
■ Free Size

You can place non-standard size paper (100mm x 148mm to 297mm x 432mm).

■ Envelope

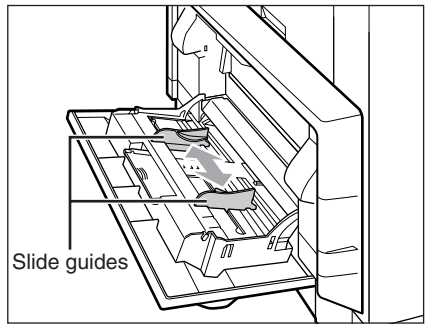
The following envelopes can be loaded on the stack bypass: US Commercial 10, Monarch and European DL.

1 Open the stack bypass.

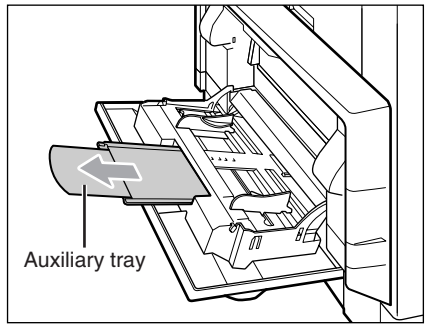


- **If the specified paper has already been loaded in the stack bypass:**
  - ▼ Press (Paper Select) repeatedly until the indicator for the stack bypass lights.
- **If paper different from that specified is loaded in the stack bypass:**
  - ▼ Check to see if any job is reserved. (See “Flow of Checking/Canceling Operations,” on p. 2-2.)
  - ▼ When there is no reserved job, continue the procedure from step 2.

2 Adjust the slide guides to the size of the paper.



When feeding large-size paper, pull out the auxiliary tray.

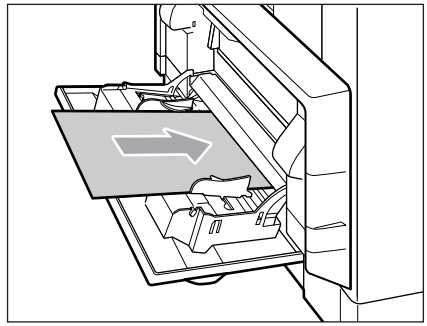


3 Press (Paper Select) repeatedly until the indicator for the stack bypass lights up on the control panel.

4 Load the paper in the stack bypass with the side to be printed on facing down.

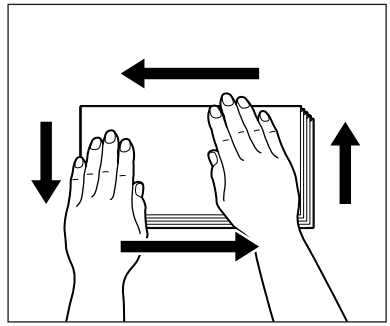
Make sure that the height of the paper stack does not exceed the limit mark.

Align the required number of sheets of paper with the slide guides. Insert the paper into the machine until it stops.

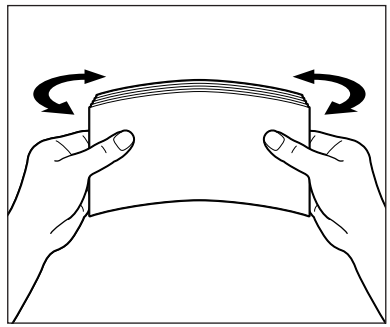


● Loading envelopes in the stack bypass

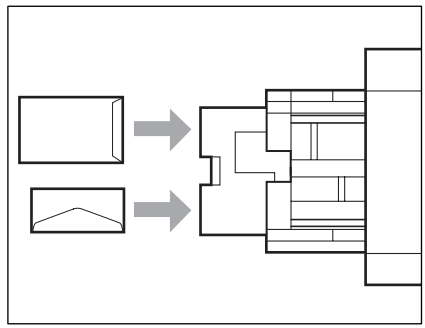
▼ Place the envelopes on a level surface and press their edges flat.



▼ Take the envelopes and loosen them as shown, then stack them together.



▼ Load the envelopes as shown below (when printing on the upper side).



IMPORTANT

- Make sure that the envelopes are not inflated with air. Press the stack of envelopes to empty the envelopes.
- You cannot print on the back side of the envelopes.
- Depending on the paper type or condition of the envelopes, the printing quality may deteriorate or paper jam may occur. In such a case, it is recommended to change the type of envelopes.

5 **Press ◁ or ▷ to select the paper size, and press OK.**

IMPORTANT

- Set the paper size to the same size as the paper loaded in the stack bypass.
- Specify which envelope type you want to set. If the envelope type is not set correctly, a paper jam will occur.

NOTE

- The above display appears unless the paper size is set in the <USE STACK BYPASS> menu.

6 **Press ◁ or ▷ to select the paper type, and press OK.**

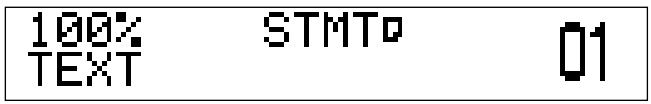
IMPORTANT

- Select the correct paper type to avoid paper jam.

NOTE

- For details about paper types, see “Available Paper Stock,” on p. 1-36.

7 **Place your originals, and set the copy mode.**



8 **Press ◇ (Start).**

Copying starts.

Multi-function Operation

The iR 2000/1600 is a multi-function machine equipped with the capability as a printer, in addition to the copy function. You can operate these functions together (Multi-function Operation). The following table presents details of multi-function operations.

Next job \ Previous job		Copy	
		Scanning data	Printing
Copy	Scanning data	–	O
	Printing	O	–
Printer	Receiving data	O	O
	Printing	O	–

Next job \ Previous job		Printer	
		Receiving data	Printing
Copy	Scanning data	O	O
	Printing	O	–
Printer	Receiving data	–	O
	Printing	O	–

–: Unavailable due to the duplicate devices
O: Available

Available Paper Stock

Paper types which can be used with this machine are shown in the following table.

Paper Type	Available Loading Place (Paper Set Place)	
	Paper drawer	Stack bypass
Plain *1	O	O
Heavy *2	O	O
Recycled *1	O	O
Transparency	×	O
Labels *3	×	O
Envelope	×	O

*1 From 60g/m^2 to 90g/m^2.
*2 From 90g/m^2 to 128g/m^2.
*3 Only one sheet at the same time.
(O:Can be used ×:Cannot be used)

IMPORTANT

- Do not use the rear side of the printed paper. It may cause a paper jam.

Paper Size		Length × Width	Available Loading Place (Paper Set Place)	
			Paper Drawer 1 to 4	Stack Bypass
A3 ▭		297×420mm	O	O
A4 ▯		297×210mm	O	O
A4 ▭		210×297mm	O	O
A5 ▯		210×148mm	O	O
A5 ▭		148×210mm	×	O
B4 ▭		257×364mm	O	O
B5 ▯		257×182mm	O	O
B5 ▭		182×257mm	O	O
11"×17" ▭		279×432mm	O	O
LGL ▯		216×356mm	O	O
LTR ▯		279×216mm	O	O
LTR ▭		216×279mm	O	O
STMT ▯		216×140mm	O	O
STMT ▭		140×216mm	×	O
Envelope	US Commercial 10	104.7×241.3mm	×	O
	European DL	110×220mm	×	O
	Monarch	98.4×190.5mm	×	O
Free Size		100×148mm to 297×432mm	–	O

NOTE

- For details about how to load paper, see the following pages:
  - Paper drawer: "Loading Paper in the Paper Drawers," on p. 5-2.
  - Stack bypass: "Making Prints Using the Stack Bypass," on p. 1-30.
- Paper drawers 2, 3, 4 are optional for iR1600, and drawers 3, 4, for iR2000.

Checking Job

2
CHAPTER

Various methods of confirming and canceling print jobs and additional, related functions are explained in this chapter.

Flow of Checking/Canceling Operations 2-2

Canceling a Job 2-3

Canceling with (Stop) 2-3

Canceling from the Monitor Screen 2-4

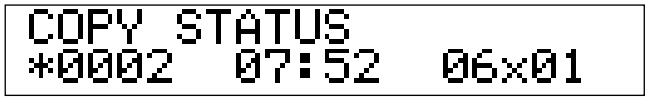
Flow of Checking/Canceling Operations

When you press Monitor, the Monitor screen appears allowing you to check and cancel the copy jobs.

1 Press Monitor.

The current copy job appears on the display.

To scroll through the list of the jobs, press ◁ or ▷.



NOTE

- To check the status of the print jobs sent from a computer, see the *PS/PCL Printer Guide* Supplied with the optional Printer Board.
- The Monitor screen does not appear during scanning.

2 Press (Stop) to return to the standby mode.

Canceling a Job

You can cancel a job in several ways.

Canceling with (Stop)

1 Press (Stop).

- **If you press (Stop) during scanning**

▼ Press OK.

The scanning stops and the job will be canceled.

NOTE

- If you press (Stop) during scanning when copying from the optional Feeder, the original may stop inside the Feeder. In such a case, remove the original from inside the Feeder following the procedure described in "Clearing Paper Jams in the Feeder," on p. 7-4.

- **If there is only one job which is being printed**

▼ Press ◁ to select <YES>.

If you do not want to cancel the job, press ▷

● **If there are multiple jobs**

▼ Press ◁ or ▷ to select the job to be canceled.

▼ Press ◁ to select <YES>.

The selected job will be canceled.

NOTE

- If you do not want to cancel the job, press ▷ .
- You cannot select multiple jobs and cancel them all at once. When canceling multiple jobs, select and cancel one by one.

Canceling from the Monitor Screen

You can cancel a job while it is waiting to be processed, or during printing.

1 Press Monitor .

The current copy job appears on the display.

2 Press ◁ or ▷ to scroll through the job list.

NOTE

- The job numbers are displayed depending on the job status as follows:
  - With an asterisk (*): Current job
  - With a dash (-): Stopped job
  - With no mark: Reserved job

3 **Press (C) (Clear).**

4 **Press ◁ to select <YES>.**

The selected job will be canceled.

NOTE

- If you want to cancel another job, repeat steps 3 to 5.
- You cannot select multiple jobs and cancel them all at once. When canceling multiple jobs, select and cancel one by one.
- If you do not want to cancel the job, press ▷ to select <NO>.

5 **Press ⊛ to return to the standby mode.**

Selecting and Storing Settings to Suit your Needs

3
CHAPTER

This chapter describes the initial settings and procedures to change them according to your needs.

Additional Functions Settings Table 3-2

Setting Specifications That Are Common to Each Function (Common Settings) 3-5

- Setting Keypad Volume, Alarm Volume, Printing End Tone, and Scanning End Tone 3-5
- Setting the Power Consumption in Energy Saver Mode 3-7
- Setting a Paper Drawer for Auto Paper Selection/Auto Drawer Switching 3-8
- Setting the Standard Paper for the Stack Bypass 3-9
- Setting the Paper Type for the Drawer 3-11
- Setting the Rotate Printing 3-11
- Setting a Dedicated Tray for Each Function 3-12
- Selecting the Display Language 3-14

Setting the Timer (Timer Settings) 3-15

- Setting the Current Date and Time 3-15
- Setting the Auto Clear 3-16
- Setting the Energy Saver Mode 3-18
- Setting the Daily Timer 3-19
- Setting the Date Format 3-20

Printing Reports (Print Lists) 3-22

- Printing the User's Data List 3-22
- Printing the Department ID Management List 3-23
- Canceling Printing of Reports 3-23

Additional Functions Settings Table

The following settings can be selected or stored from the Additional Functions menu. (*Indicates the factory default setting.) Some functions cannot be used when the optional equipment is attached. For more information, consult the following guides:

Copy Settings ..... The *Copying Guide*
Network Settings in System Settings..... The *Network Guide*

■ COMMON SETTINGS

Additional Function	Available settings	Applicable page
1.VOLUME CONTROL	KEYPAD VOLUME/ALARM VOLUME(ON*/OFF, volume 1* - 3)/PRINTING END TONE/SCANNING END TONE (ERROR ONLY*/ON/OFF, Volume 1*-3)	3-5
2.ESS POWER LEVEL	LOW*/HIGH	3-7
3.DRAWER ELIGIBLTY	COPY/REPORT (STACK BYPASS: ON/OFF*, DRAWER 1/2/3/4: ON*/OFF, STACK BYPASS SIZE: A3 ▭/A4 ▯/B4 ▭/B5 ▯/A4 ▭/A5 ▯/B5 ▭/A5 ▭/11 X 17 ▭/LTR ▯/LTR ▭/LGL ▭/STMT ▯/STMT ▭)/ OFF	3-8
4.USE STACK BYPASS	ON(STACK BYPASS SIZE: A3 ▭/A4 ▯/B4 ▭/B5 ▯/ A4 ▭/A5 ▯/B5 ▭/A5 ▭/11 X 17 ▭/LTR ▯/LTR ▭/ LGL ▭/STMT ▯/STMT ▭)/OFF*	3-9
5.SELECT PAPER	PLAIN PAPER*/HEAVY PAPER	3-11
6.ROTATE PRINT	ON*/OFF	3-11
7.TRAY SETTINGS	TRAY A/TRAY B (COPY/PRINTER, USE/ DO NOT USE)	3-12
8.DISPLAY LANGUAGE	ENGLISH/FRENCH/SPANISH/GERMAN/ITALIAN/ DUTCH/FINNISH/PORTUGUESE/NORWEGIAN/ SWEDISH/DANISH/SLOVENE/CZECH/ HUNGARIAN/RUSSIAN	3-14

■ COPY SETTINGS

Additional Function	Available settings	Applicable page
1.STANDARD EXPOSURE	MANUAL*(-LT – DK+: 9 steps, 5*)/AUTO	*The Copying Guide*
2.STD ZOOM RATIO	50 – 200% (100%*)	*The Copying Guide*
3.STANDARD COPY QTY	01* – 99	*The Copying Guide*
4.FRAME ERASE WIDTH	01 – 20 mm (02mm*)	*The Copying Guide*
5.AUTO SORT	ON*/OFF	*The Copying Guide*
6.SORT ROTATE	ON*/OFF	*The Copying Guide*
7.SHARPNESS	1 – 9 (5*)	*The Copying Guide*
8.PRESCAN	ON*/OFF	*The Copying Guide*

■ TIMER SETTINGS

Additional Function	Available settings	Applicable page
1.DATE/TIME SETTING	Default setting	3-15
2.AUTO CLEAR	ON (1 to 9 min. in one-minute increments, 2 MIN.*)/ OFF	3-16
3.ENERGY SAVER	ON(3 to 30 min. in one-minute increments, 15 MIN.*)/OFF	3-18
4.DAILY TIMER SET	Sunday to Saturday, 00:00 to 23:59 in one-minute increments	3-19
5.DATE SETUP	YYYY MM/DD, MM/DD/YYYY, DD/MM YYYY*	3-20

■ SYSTEM SETTINGS

Additional Function	Available settings	Applicable page
1.SYS. ADMIN. INFO	System administrator ID/Password	4-2
2.DEPT.ID MANAGEMNT	ON (DEPT. ID ENTRY/COUNT MANAGEMENT/ RESTRICTIONS/PRINT WITH NO ID)/OFF*	4-5
3.NETWORK SETTINGS	IP ADDRESS AUTO./IP ADDRESS/SUBNET MASK/ DEFAULT GATEWAY/DNS SERVER ADD/DNS DYNAMIC SET/VIEW IP ADDRESS	*The Network Guide*

■ ADJUST/CLEAN

Additional Function	Available settings	Applicable page
1.ROLLER CLEANING	START CLEANING/CLEAN PAPER PRT	5-25
2.USE STAPLE/SHIFT	ON*/OFF	6-11

■ PRINT LISTS

Additional Function	Available settings	Applicable page
1.USER DATA		3-22
2.DEPT. INFO LIST		3-23
3.CANCEL REPORT		3-23

Setting Specifications That Are Common to Each Function (Common Settings)

This section describes how to specify the settings that are common to the Copy and Printer functions.

NOTE

- The Common Settings menu is made up of several items. Use ◁ or ▷ to scroll through the items you want to set.

Setting Keypad Volume, Alarm Volume, Printing End Tone, and Scanning End Tone

You can select whether or not to sound audible tones and their volume. Each tone sounds on the following occasion:

- Keypad Volume: When pressing keys on the control panel
- Alarm Volume: When a malfunction occurs (e.g., paper jam or operational error)
- Printing End Tone: When the printing has finished
- Scanning End Tone: When the scanning has finished

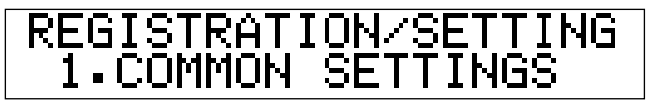
NOTE

- The default setting is <ON> and the volume is <1> for Keypad Volume and Alarm Volume, and <ERRORS ONLY> for Printing End Tone and Scanning End Tone,.
- The maximum volume is <3>.

1 Press (Additional Functions).

The Additional Functions menu appears and the indicator blinks.

2 Press ◁ or ▷ to select <1.COMMON SETTINGS>, and press OK.



When you press OK, the <COMMON SETTINGS> menu appears.

3 **Press ◁ or ▷ to select <1.VOLUME CONTROL>, and press OK.**

When you press OK, the <VOLUME CONTROL> menu appears.

4 **Press ◁ or ▷ to select <1.KEYPAD VOLUME>, <2.ALARM VOLUME>, <3.PRINTING END TONE> or <4.SCANNING END TONE> and press OK.**

5 **Press ◁ or ▷ to select <ON>, <ERROR ONLY> or <OFF> for the tone you are setting, and press OK.**

If you selected <ON> or <ERROR ONLY>, go on to step 6.

If you selected <OFF>, skip the next step and go on to step 7.

6 **Press ◁ or ▷ to select the volume for each tone, and press OK.**

You can select from 1 to 3.

NOTE

- To set the volume for another tones, repeat steps 4 to 6.

7 **Press (Stop) to return to the standby mode.**

Setting the Power Consumption in Energy Saver Mode

You can select the power consumption when the machine is in the Energy Saver Mode between the two levels: <HIGH> and <LOW>.

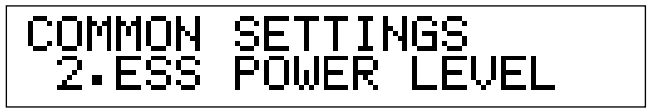
NOTE

- If you set the power consumption to <LOW>, the machine consumes less energy during energy saver mode than when you set it to <HIGH>. However, it takes more time for the machine to resume normal operation.
- The factory setting is <LOW>.

1 Enter the Additional Functions menu and open the <1.COMMON SETTINGS> menu.

For details about the procedure above, refer to steps 1 and 2 in "Setting Keypad Volume, Alarm Volume, Printing End Tone, and Scanning End Tone," on p. 3-5.

2 Press ◄ or ► to select <2.ESS POWER LEVEL>, and press OK.



When you press OK, the <ESS POWER LEVEL> menu appears.

3 Press ◄ or ► to select <HIGH> or <LOW>, and press OK.

4 Press ⏻ to return to the standby mode.

Setting a Paper Drawer for Auto Paper Selection/Auto Drawer Switching

You can set the paper drawers to be used for Automatic Paper Selection and Automatic Drawer Switching. This setting can be made independently for Copy and Printer. This function is useful when different paper drawers are to be used for different purposes.

NOTE

- Paper drawers set to <ON> are used for the following functions:
  - Auto Paper Selection (APS): The machine automatically selects the appropriate paper size (paper drawer) for the size of the original and the set ratio (when making a copy).
  - Auto Drawer Switching (ADS): If a paper drawer runs out of paper during a continuous printing job, the machine automatically selects another paper drawer with the same paper size and begins feeding paper from that paper drawer.
- The default settings is <OFF> for the stack bypass and <ON> for the paper drawers (1 to 4).

1 Enter the Additional Functions menu and open the <1. COMMON SETTINGS> menu.

For details about the procedure above, refer to steps 1 and 2 in "Setting Keypad Volume, Alarm Volume, Printing End Tone, and Scanning End Tone," on p. 3-5.

2 Press ◁ or ▷ to select <3. DRAWER ELIGIBLTY>, and press OK.

When you press OK, the <DRAWER ELIGIBLTY> menu appears.

3 Press ◁ or ▷ to select <1.COPY> or <2.REPORT>, and press OK.

4 **Press ◁ or ▷ to select the stack bypass or paper drawer to be set for the Auto Paper Selection function, and press OK.**

5 **Press ◁ or ▷ to select <ON> or <OFF> for the stack bypass and each paper drawer, and press OK.**

To make the stack bypass or paper drawer eligible for APS/ADS, press <ON>.

To make the stack bypass or paper drawer ineligible for APS/ADS, press <OFF>.

NOTE

- If you select <ON> for the stack bypass, press ◁ or ▷ to select the paper size to be used on the stack bypass, and press OK.

6 **Press (Stop) to return to the standby mode.**

Setting the Standard Paper for the Stack Bypass

Set the standard paper size for the stack bypass if you always use the same size paper. You do not need to select the paper size each time you use the stack bypass.

IMPORTANT

- If you set the standard paper size for the stack bypass, you cannot select the paper size when you use the stack bypass.

NOTE

- The default setting is <OFF>.

1 **Enter the Additional Functions menu and open the <1. COMMON SETTINGS> menu.**

For details about the procedure above, refer to steps 1 and 2 in "Setting Keypad Volume, Alarm Volume, Printing End Tone, and Scanning End Tone," on p. 3-5.

2 **Press ◁ or ▷ to select <4.USE STACK BYPASS>, and press OK.**

When you press OK, <USE STACK BYPASS> menu appears.

3 **Press ◁ or ▷ to select <ON> or <OFF>, and press OK.**

If you want to set the paper size for the stack bypass, select <ON>.

If you do not want to set the paper size for the stack bypass, select <OFF>.

4 **If you select <ON>, press ◁ or ▷ to select the paper size, and press OK.**

5 **Press (Stop) to return to the standby mode.**

Setting the Paper Type for the Drawer

You can set the paper type you use on the drawer.

NOTE
- The factory default setting is <PLAIN PAPER>.

1 Enter the Additional Functions menu and open the <1. COMMON SETTINGS> menu.

For details about the procedure above, refer to steps 1 and 2 in "Setting Keypad Volume, Alarm Volume, Printing End Tone, and Scanning End Tone," on p. 3-5.

2 Press ◁ or ▷ to select <5. SELECT PAPER>, and press OK.

When you press OK, the <SELECT PAPER> menu appears.

3 Press ◁ or ▷ to select <PLAIN PAPER> or <HEAVY PAPER>, and press OK.

To use plain paper, or transparencies, select <PLAIN PAPER>.

To use bond paper or heavy weight paper, select <HEAVY PAPER>.

4 Press (Stop) to return to the standby mode.

Setting the Rotate Printing

You can set the machine to automatically rotate the image when the direction of the original does not match that of the selected paper.

NOTE
- The factory setting is <ON>.

1 Enter the Additional Functions menu and open the <1. COMMON SETTINGS> menu.

For details about the procedure above, refer to steps 1 and 2 in "Setting Keypad Volume, Alarm Volume, Printing End Tone, and Scanning End Tone," on p. 3-5.

2 Press ◁ or ▷ to select <6. ROTATE PRINT>, and press OK.

When you press OK, the <ROTATE PRINT> menu appears.

3 Press ◁ or ▷ to select <ON> or <OFF>, and press OK.

If you want to print without rotation, select <OFF>.

If you want to print the original rotated 90° , select <ON>.

4 Press (Stop) to return to the standby mode.

Setting a Dedicated Tray for Each Function

You can select the function for two output trays (Tray A and Tray B) of the optional Inner 2-way Tray-B1 is to be used.

IMPORTANT

- This function can be set only when the Inner 2-way Tray-B1.

NOTE

- When loaded from the stack bypass, the bond paper and transparencies are output only to Tray B. The plain paper can be output to either Tray A or B.
- The factory setting is as follows:
  - Tray A: <COPY> is <DO NOT USE>, <PRINTER> is <USE>
  - Tray B: <COPY> is <USE>, <PRINTER> is <DO NOT USE>
- If you set both trays to <USE> for a single function, Tray B will have the priority.

1 **Enter the Additional Functions menu and open the <1. COMMON SETTINGS> menu.**

For details about the procedure above, refer to steps 1 and 2 in "Setting Keypad Volume, Alarm Volume, Printing End Tone, and Scanning End Tone," on p. 3-5.

2 **Press ◁ or ▷ to select <7. TRAY SETTINGS> and press OK.**

When you press OK, <TRAY SETTINGS> menu appears on the display.

3 **Press ◁ or ▷ to select <TRAY A> or <TRAY B>, and press OK.**

IMPORTANT

- When the paper reaches the stacking limit of the tray while Trays A and B are set as the designated tray for a certain function, the machine automatically changes the output tray to another available tray.

4 **Press ◁ or ▷ to select the function to be set (<COPY> or <PRINTER>), and press OK.**

5 **Press ◁ or ▷ to select <USE> or <DO NOT USE>, and press OK.**

6 **Press Stop (Stop) to return to the standby mode.**

Selecting the Display Language

You can select the display language.

1 Enter the Additional Functions menu and open the <1. COMMON SETTINGS> menu.

For details about the procedure above, refer to steps 1 and 2 in "Setting Keypad Volume, Alarm Volume, Printing End Tone, and Scanning End Tone," on p. 3-5.

2 Press ◄ or ► to select <8. DISPLAY LANGUAGE>, and press OK.

When you press OK, the <DISPLAY LANGUAGE> menu appears.

3 Press ◄ or ► to select the desired language, and press OK.

4 Press (Stop) to return to the standby mode.

Setting the Timer (Timer Settings)

You can set the current date and time, and specify the time taken for the machine to enter the energy saver mode.

NOTE

- The Timer Settings menu is made up of several items. Use ◁ or ▷ to scroll through the items you want to set.

Setting the Current Date and Time

You can set the current date and time. The date and time set here is also used as the time setting when required for functions.

1 Press (Additional Functions).

The Additional Functions menu appears and the indicator blinks.

2 Press ◁ or ▷ to select <3. TIMER SETTINGS>, and press OK.

```
REGISTRATION/SETTING
 3.TIMER SETTINGS
```

When you press OK, the <TIMER SETTINGS> menu appears.

3 Press ◁ or ▷ to select <1. DATE/TIME SETTING>, and press OK.

```
TIMER SETTINGS
 1.DATE/TIME SETTING
```

When you press OK, the <DATE/TIME SETTING> menu appears.

4 **Enter the current date (month, day, year) and time using the numeric keys.**

Enter the date, and the time in 24-hour clock as four digits without a space.

Examples: MAY 6 →0506

7:05 a.m. → 0705

11:18 p.m. → 2318

NOTE

- If you make a mistake when entering values, press (C) (Clear) and enter the values again.

5 **Press OK.**

The time is set and the display returns to the <TIMER SETTINGS> menu.

6 **Press (Stop) to return to the standby mode.**

Setting the Auto Clear

If the machine remains idle for a certain period of time, the display returns to the standby mode (Auto Clear Function). Auto Clear Time can be set from 1 to 9 minutes in one-minute increments, and can also be set to <OFF>.

NOTE

- The default setting is Auto Clear <ON> and Auto Clear Time <2 MIN.>.

1 Enter the "Additional Functions" menu and open the <3. TIMER SETTINGS> menu.

For details about the procedure above, refer to steps 1 and 2 in "Setting the Current Date and Time," on p. 3-15.

2 Press ◁ or ▷ to select <2. AUTO CLEAR>, and press OK.

```
TIMER SETTINGS
 2.AUTO CLEAR
```

When you press OK the <AUTO CLEAR> menu appears.

3 Press ◁ or ▷ to select <ON> or <OFF>, and press OK.

If you want to use the Auto Clear function, select <ON>, and go on to step 4.

If you do not want to use the Auto Clear function, select <OFF>, and go on to step 5.

```
AUTO CLEAR
                    ON
```

4 Press ◁ or ▷ to select the desired time period, and press OK.

The Auto Clear Time settings are from 0 to 9 minutes (in one-minute increments).

You can also enter values using numeric keys.

```
AUTO CLEAR TIME
                  2MIN.
```

When you press OK, the display returns to the <TIMER SETTINGS> menu.

5 Press ◇ (Stop) to return to the standby mode.

Setting the Energy Saver Mode

When the machine remains idle for a certain period of time, it enters the Low Energy mode (Energy Saver function). You can specify the amount of time that must be taken before entering the Energy Saver Mode from 3 to 30 minute. You can also set the Energy Saver to <OFF>.

NOTE

- The default setting is <ON> and <15MIN.>.
- To resume the normal mode from the energy saver mode, press (Energy Saver).
- To enter the energy saver mode manually, press (Energy Saver) for more than 2 seconds.

1 Enter the "Additional Functions" menu and open the <3. TIMER SETTINGS> menu.

For details about the procedure above, refer to steps 1 and 2 in "Setting the Current Date and Time," on p. 3-15.

2 Press ◄ or ► to select <3. ENERGY SAVER>, and press OK.

When you press OK, the <ENERGY SAVER> menu appears.

3 Press ◄ or ► to select <ON> or <OFF>, and press OK.

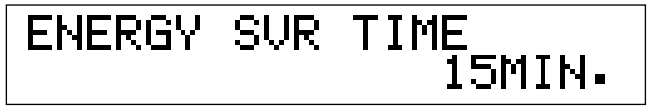
If you want to use Energy Saver, select <ON> and go on to step 4.

If you do not want to use Energy Saver, select <OFF> and go on to step 5.

4 **Press ◁ or ▷ to select the desired time period, and press OK.**

The Time Until Unit Quiets Down settings are from 3 to 30 minutes (in one-minute increments).

You can also enter values using numeric keys.



When you press OK, the display returns to the <TIMER SETTINGS> menu.

5 **Press (Stop) to return to the standby mode.**

Setting the Daily Timer

You can set the time that the machine automatically enters the Energy saver mode for each day of the week.

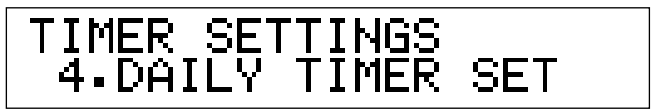
NOTE

- Setting range: Daily from Sunday to Saturday, 00:00 to 23:59 in one-minute increments
- When Auto Clear Time and Daily Timer are both set, Auto Clear Time has priority.
- When the current date and time are not set correctly, neither the Daily Timer functions correctly.

1 **Enter the "Additional Functions" menu and open the <3. TIMER SETTINGS> menu.**

For details about the procedure above, refer to steps 1 and 2 in "Setting the Current Date and Time," on p. 3-15.

2 **Press ◁ or ▷ to select <4. DAILY TIMER SET>, and press OK.**



When you press OK, the <DAILY TIMER SET> menu appears.

3 **Press ◁ or ▷ to select the day of the week, and press OK.**

4 **Enter the time with the numeric keys, and press OK.**

Enter the time in 24-hour clock as four digits without a space.

Examples: 7:05 a.m. → 0705

11:18 p.m. → 2318

If you make a mistake when entering the time, and enter the four-digit number again.

If you do not want to specify the time, press C (Clear).

When you press OK, the display returns to the <TIMER SETTINGS> menu.

5 **Press (Stop) to return to the standby mode.**

Setting the Date Format

You can set the date format to be used on the display.

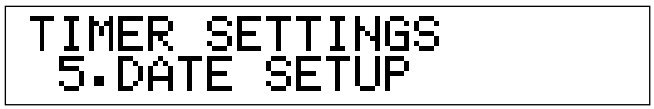
NOTE

- The default setting is <DD/MM YYYY> (day/month year).

1 **Enter the "Additional Functions" menu and open the <3. TIMER SETTINGS> menu.**

For details about the procedure above, refer to steps 1 and 2 in "Setting the Current Date and Time," on p. 3-15.

2 **Press ◁ or ▷ to select <5. DATE SET UP>, and press OK.**



When you press OK, the <DATE SET UP> menu appears.

3 **Press ◁ or ▷ to select the desired date format, and press OK.**

Examples of the date format:

DD/MM YYYY → 30/04 2002

MM/DD/YYYY → 04/30/2002

YYYY/MM/DD → 2002/04/30

4 **Press ◇ (Stop) to return to the standby mode.**

Printing Reports (Print Lists)

You can print the contents of the network settings. These reports are useful when you want to check the current settings.

Printing the User's Data List

You can print the user's data list.

1 Press (Additional Functions).

The Additional Functions menu appears and the indicator blinks.

2 Press ◄ or ► to select <6. PRINT LISTS>, and press OK.

```
REGISTRATION/SETTING
 6.PRINT LISTS
```

When you press OK, the <PRINT LISTS> menu appears.

3 Press ◄ or ► to select <1. USER DATA>, and press OK.

```
PRINT LISTS
 1.USER DATA
```

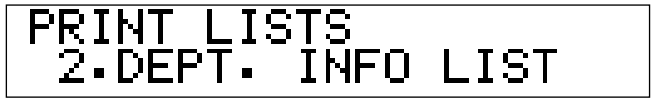
When you press OK, the User Data List is printed and the display returns to the standby mode.

Printing the Department ID Management List

1 **Open the Additional Functions menu and enter the <6. PRINT LISTS> menu.**

For details about the procedure above, refer to steps 1 and 2 of "Printing the User's Data List," on p. 3-22.

2 **Press ◁ or ▷ to select <DEPT. INFO LIST>, and press OK.**



When you press OK, the department information list is printed and the display returns to the standby mode.

Canceling Printing of Reports

1 **Open the Additional Functions menu and enter the <6. PRINT LISTS> menu.**

For details about the procedure above, refer to steps 1 and 2 of "Printing the User's Data List," on p. 3-22.

2 **Press ◁ or ▷ to select <3. CANCEL REPORT>, and press OK.**

When you press OK, the printing of the report will be canceled and the display returns to the standby mode.

System Management Settings

4
CHAPTER

This chapter describes settings that can be made by the person in charge of the machine's operation, such as the system management.

Setting System Administrator Information (System Settings) 4-2
- Setting the System Administrator ID 4-2
- Setting the System Password 4-4

Setting the Department ID Management 4-5
- Setting the Use of Department ID Management 4-5
- Setting the Department ID Management Information 4-7
- Checking the Counter Information 4-9
- Restricting the Operation by Department ID 4-10
- Specifying Whether or Not to Accept Print Jobs of Unknown ID 4-11

Setting System Administrator Information
(System Settings)

You can set a password for the system management. Once the System Administrator ID and Password are set, only the system administrator can store and change the System Settings.

NOTE
- The maximum number of digits you can store for the System Administrator ID and Password is seven.

Setting the System Administrator ID

You can set or change the System Administrator ID. You must set the ID.

1 Press (Additional Functions).

The Additional Functions menu appears and the indicator blinks.

2 Press ◁ or ▷ to select <4. SYSTEM SETTINGS>, and press OK.

When you press OK, the <SYSTEM SETTINGS> menu appears.

3 **Press ◁ or ▷ to select <1. SYS. ADMIN. INFO>, and press OK.**

```
SYSTEM SETTINGS
 1.SYS. ADMIN. INFO
```

When you press OK, the <SYS. ADMIN. INFO> menu appears.

4 **Press ◁ or ▷ to select <1. SYS. ADMIN. ID>, and press OK.**

```
SYS. ADMIN. INFO
 1.SYS. ADMIN. ID
```

5 **Enter a number of up to seven digits with numeric keys for the new System Administrator ID, and press OK.**

```
SYS. ADMIN. ID
              1231234
```

When you press OK, the System Administrator ID is stored and the display returns to the <SYS.ADMIN. INFO> menu.

NOTE

- You cannot store a System Administrator ID with only the number <0>, such as <00>.
- You can delete the number you entered by pressing C (Clear).

6 **Press ◇ (Stop) to return to the standby mode.**

Setting the System Password

You can set the system password.

1 Enter the Additional Functions menu and open the <1. SYS. ADMIN. INFO>, and press OK.

For details about the procedure above, refer to steps 1 to 3 in "Setting the System Administrator ID," on p. 4-2.

2 Press ◁ or ▷ to select <2. SYSTEM PASSWORD>, and press OK.

When you press OK, the <SYSTEM PASSWORD> menu appears.

3 Enter a number of up to seven digits for the new System Password using the numeric keys, and press OK.

NOTE

- You cannot store a System Settings Password with only the number <0>, such as <00>.
- You can delete the number you entered by pressing C (Clear).

4 Press (Stop) to return to the standby mode.

Setting the Department ID Management

By storing a Department ID and Password for each department, you can set the machine so that its functions can be used only after the correct password has been entered. This is called “Department ID Management.” Department IDs and Passwords for up to 99 departments can be stored. This function allows you to check the print totals for each department, for management purposes.

With Department ID Management, the following operations can be performed:

- Specifying whether or not to use Department ID Management
- Storing the Department ID and the Password
- Setting the Impression Limit for each department

IMPORTANT

- This function switches to Card ID Management when the optional Card Reader is attached. Card ID Management automatically manages the ID according to department. (See “Card Reader,” on p. 7-27.)

NOTE

- The maximum number of digits you can store for the Department ID and Password is seven.
- The default setting is <OFF>.

Setting the Use of Department ID Management

You can select whether to use the Department ID Management or not.

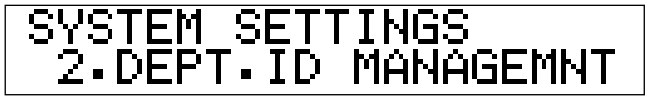
1 Press (Additional Functions).

The Additional Functions menu appears and the indicator blinks.

2 **Press ◁ or ▷ to select <4. SYSTEM SETTINGS>, and press OK.**

When you press OK, the <SYSTEM SETTINGS> menu appears.

3 **Press ◁ or ▷ to select <2 DEPT. ID MANAGEMENT>, and press OK.**



When you press OK, the <DEPT. ID MANAGEMENT> menu appears.

4 **Press ◁ or ▷ to select <ON> or <OFF>, and press OK.**

If you want to use Department ID Management, select <ON>. The Department ID Settings menu appears. (Setting the Department ID: page 00)

If you do not want to use Department ID Management, select <OFF>.

5 **Press (Stop) to return to the standby mode.**

Setting the Department ID Management Information

You can register the Department ID after setting the Department ID Management to <ON>.

Setting the Department ID Management to ON enables you to register the following information for each of the Department IDs from 01 to 99.

- Department ID
- Password
- Maximum number of copies allowed

NOTE

- No Department ID Management Information is registered at the factory.
- When using the control card, it is necessary to register the Department ID into the card to be used.

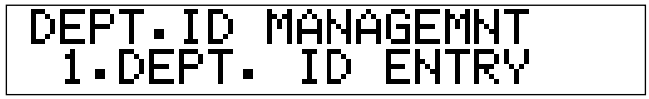
1 Enter the Additional Functions menu and open the <2. DEPT. ID MANAGEMENT>, and press OK.

For details about the procedure above, refer to steps 1 to 3 in "Setting the System Administrator ID," on p. 4-2.

2 Press ◁ or ▷ to select <ON>, and press OK.

When you press OK, the <1. DEPT. ID MANAGEMNT> menu appears.

3 Press ◁ or ▷ to select <1. DEPT. ID ENTRY>, and press OK.



4 Press ◁ or ▷ to select the number to which the department will be designated, and press OK.

You can also use the numeric buttons to designate the Department number.

5 **Enter the Department ID using numeric keys, and press OK.**

When you press OK, the Department ID is stored and the <DAC SETUP> menu appears.

NOTE

• You can delete the number you entered by pressing C (Clear).

6 **Press ◁ or ▷ to select <1. PASSWORD>, and press OK.**

7 **Enter the password using numeric keys, and press OK.**

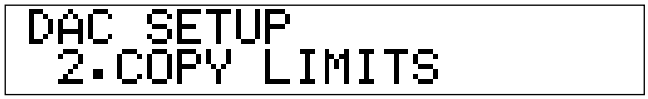
The registered department will operate the machine with this password.

When you press OK, the password is stored and the display returns to the <DAC SETUP> menu.

NOTE

• You can delete the number you entered by pressing C (Clear).

8 **Press ◁ or ▷ to select <2. COPY LIMITS>, and press OK.**



9 **Enter the maximum number of pages that can be printed by the registered department using the numeric keys, and press OK.**

When you press OK, the impression limit is stored and the display returns to the <DAC SETUP> menu.

10 **Press (Stop) to return to the standby mode.**

Checking the Counter Information

You can check the amount of outputs for each department after setting the Department ID Management to <ON>.

1 **Enter the Additional Functions menu and open the <2. DEPT. ID MANAGEMENT>, and press OK.**

For details about the procedure above, refer to steps 1 to 3 in "Setting the Use of Department ID Management," on p. 4-5.

2 **Press ◁ or ▷ to select <ON>, and press OK.**

When you press OK, the <DEPT. ID MANAGEMNT> menu appears.

3 **Press ◁ or ▷ to select <2. COUNT MANAGEMENT>, and press OK.**

When you press OK, the <COUNT MANAGEMENT> menu appears.

4 **Press ◁ or ▷ to select <1. COUNT INFORMATION>, and press OK.**

When you press OK, the counter information is displayed.

NOTE

- If you select <2. COUNT RESET> on step 4, and then select <1. ON>, the counter information is deleted.

5 Press (Stop) to return to the standby mode.

Restricting the Operation by Department ID

When the Department ID Management is set to ON, you can select whether or not to activate the restriction on printing and copying quantity.

NOTE

- The factory setting is <OFF>.

1 Enter the Additional Functions menu and open the <2.DEPT. ID MANAGEMNT>, and press OK.

For details about the procedure above, refer to steps 1 to 3 in "Setting the Use of Department ID Management," on p. 4-5.

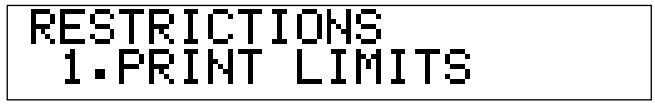
2 Press ◁ or ▷ to select <ON>, and press OK.

When you press OK, the <DEPT. ID MANAGEMNT> menu appears.

3 Press ◁ or ▷ to select <3.RESTRICTIONS>, and press OK.

When you press OK, the <RESTRICTIONS> menu appears.

4 Press ◁ or ▷ to select <1. PRINT LIMITS>, and press OK



5 **Press ◁ or ▷ to select <ON> or <OFF>, and press OK.**

If you want to activate the print limit, select <ON>.

If you do not want to activate the print limit, select <OFF>.

6 **Press (Stop) to return to the standby mode.**

Specifying Whether or Not to Accept Print Jobs of Unknown ID

You can specify whether or not to allow printing documents from a printer driver not correspondent with a stored Department ID.

NOTE

- The default setting is <ON>.

---

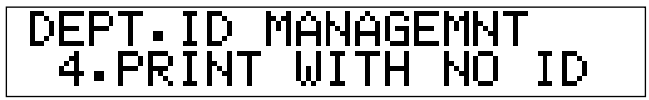
1 **Enter the Additional Functions menu and open the <2. DEPT. ID MANAGEMNT>, and press OK.**

For details about the procedure above, refer to steps 1 to 3 in"Setting the Use of Department ID Management," on p. 4-5.

2 **Press ◁ or ▷ to select <ON>, and press OK.**

When you press OK, the <DEPT. ID MANAGEMNT> menu appears.

3 **Press ◁ or ▷ to select <4. PRINT WITH NO ID>, and press OK.**

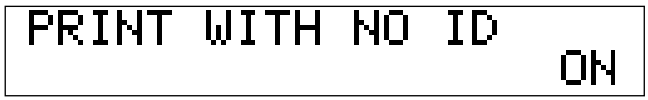


When you press OK, the <PRINT WITH NO ID> menu appears.

4 **Press ◁ or ▷ to select <ON> or <OFF>, and press OK.**

If you want to allow printing jobs without department ID, select <ON>.

If you do not want to allow printing jobs without department ID, select <OFF>.



5 **Press (Stop) to return to the standby mode.**

Routine Maintenance

5
CHAPTER

This chapter describes how to load paper, replace toner cartridge and drum cartridge, and perform routine cleaning.

Loading Paper 5-2
Loading Paper in the Paper Drawers 5-2
Adjusting a Paper Drawer to Hold a Different Paper Size 5-5
Replacing the Toner Cartridge 5-10
Replacing the Drum Cartridge 5-16
Routine Cleaning 5-22
Cleaning the Platen Glass/Rear Side of Platen Glass Cover 5-22
Cleaning the Feeder 5-23
Cleaning the Roller 5-26
Consumables 5-29

Loading Paper

This section describes how to load paper in the paper drawers.

NOTE

- The following paper sizes can be loaded in the paper drawers: A3 ▭, B4 ▭, A4 ▯, A4 ▭, B5 ▯, B5 ▭, A5 ▯, LGL ▭, LTR ▯, LTR ▭, 11" x 17" ▭, STMT ▯
- For details of available paper stock which can be loaded in the paper drawers, see “Available Paper Stock,” on p. 1-36.

Loading Paper in the Paper Drawers

When the selected paper has run out, or the selected paper drawer runs out of paper during printing, a screen prompting you to load paper appears on the display, and the alarm indicator blinks in red.

```
SUPPLY REC. PAPER
```

CAUTION

- **When loading paper, take care not to cut your hands on the edges of the paper.**

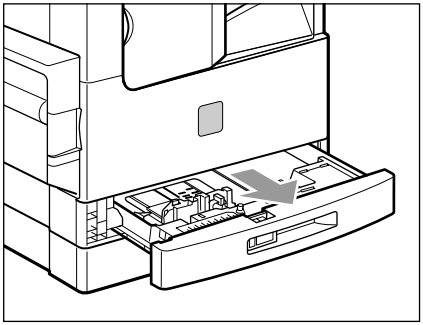
IMPORTANT

- The message also appears if the selected paper drawer is not fully inserted into the machine. Once you properly insert the paper drawer, the message will disappear.

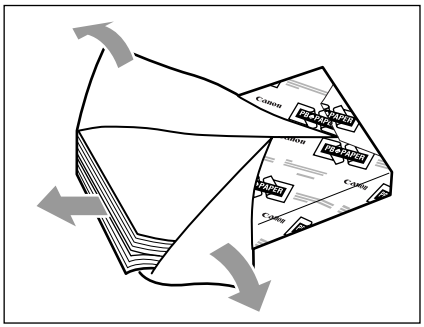
NOTE

- If the above message appears during printing, the remaining prints are automatically made after you load the correct paper.
- To cancel printing, press (Stop). (See “Canceling a Job,” on p. 2-3.)

1 Grip the handle of the paper drawer and pull out the paper drawer until it stops.



2 Open a package of paper, and remove the paper stack.



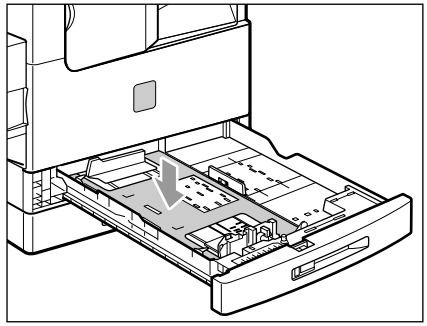
IMPORTANT

- Rewrap any remaining paper in its original package, and store it in a dry place, away from direct sunlight.
- Do not load the following types of paper in the paper drawer. Doing so may cause a paper jam.
  - Severely curled or wrinkled paper
  - Heavyweight paper
  - Transparencies
  - Paper on which color images have been copied (do not copy on the reverse side either)
  - Paper which has been printed on using a thermal transfer printer (do not copy on the reverse side either)
  - Rear side of the printed paper

NOTE

- For high-quality print output, use paper recommended by Canon.

3 Push down the metal plate to lock.

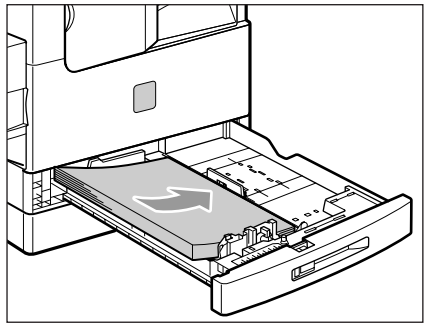


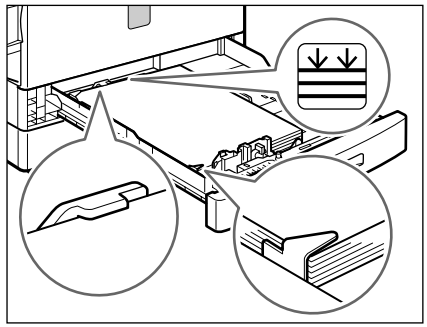
4 Turn the opened surface of the paper stack over, and place it in the paper drawer.

Even out the edges of the paper stack. Load the paper stack against the right wall of the paper drawer.

When loading paper in the paper drawer for the first time, set the size plate for the paper being loaded.

When loading paper in the paper drawer, make sure that the paper size setting of the paper drawer matches the size of paper.





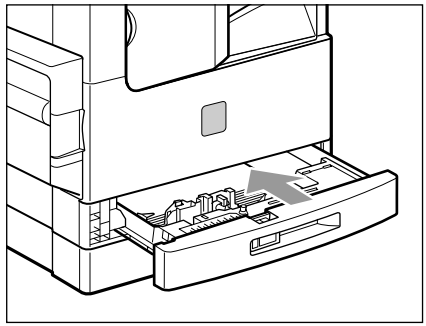
IMPORTANT

- If the paper is curled, curl it down before placing it in the paper drawer.
- Make sure that the height of the paper stack does not exceed the limit mark.

NOTE

- Each paper drawer holds about 250 sheets of paper (80g/m^2).
- For details of the print direction of paper already printed with logos or patterns, see “Orientation of Originals,” on p. 1-24.

5 Gently push the paper drawer back into the machine until it clicks.



CAUTION

- **When returning the paper drawer to its original position, be careful not to get your fingers caught, as this may result in personal injury.**

IMPORTANT

- Never place paper or any other items in the open part of the paper drawer next to the paper stack. Doing so may cause paper jams.

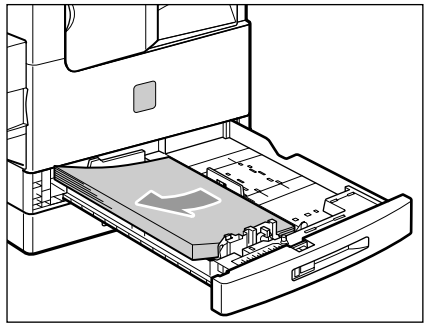
Adjusting a Paper Drawer to Hold a Different Paper Size

If you want to load a new paper size in a paper drawer, follow the procedure described below to adjust the paper drawer guides.

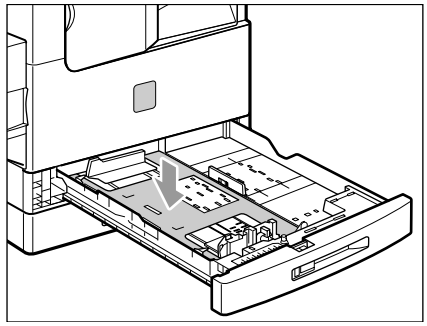
NOTE

- The following paper sizes can be loaded in the paper drawers: A3 ▭, B4 ▭, A4 ▯, A4 ▭, B5 ▯, B5 ▭, A5 ▯, LGL ▭, LTR ▯, LTR ▭, 11" x 17" ▭, STMT ▯.
- Please consult your Canon service representative about the settings for U1, U2 and U3 paper.

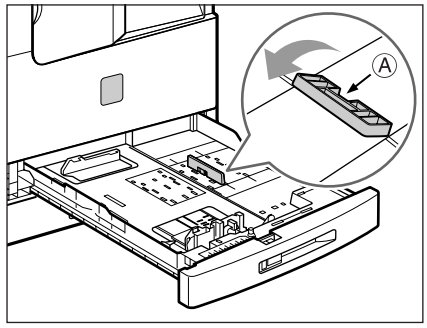
1 **Pull out the paper drawer, and remove all the loaded paper.**



2 **Push down the metal plate to lock.**



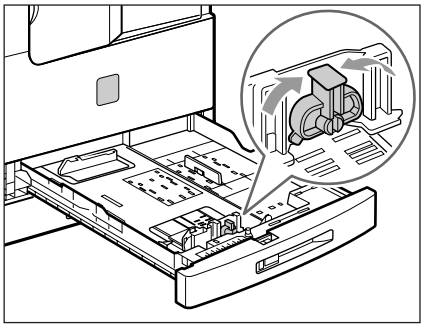
3 **Detach the end guide by pulling it down forward, and attach it again aligning it with the mark for the desired paper size.**



NOTE

• Attach the end guide while pressing down the point indicated with “A.”

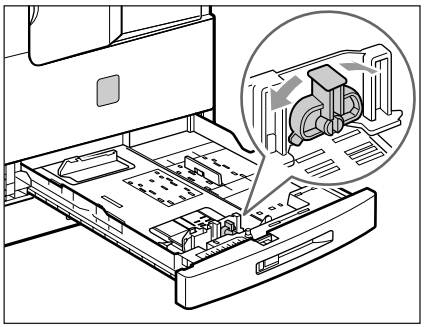
4 Stand the lock lever vertically and slide the side guide to align it with the mark for the size of the paper you are loading.



5 Set the lock lever to the left or right to lock the side guide.

When loading papers of A3, B4, A4, B5 or A5-size, set the lock lever to the right.

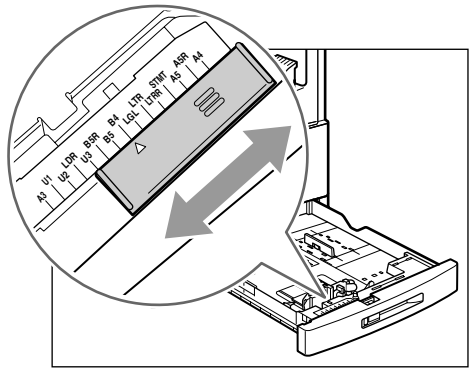
When loading papers of LTR, LGL, 11'' x 17'' or STMT-size, set the lock lever to the left.



IMPORTANT

- Be sure to set the lock lever correctly. If the lock lever is set to the wrong position, paper jams or dirty prints may occur, or the inside of the machine may get dirty.

6 Set the paper size detecting lever, located on the left side of the paper drawer, to match the size of the paper being loaded.

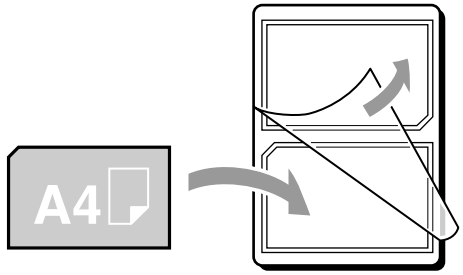


IMPORTANT

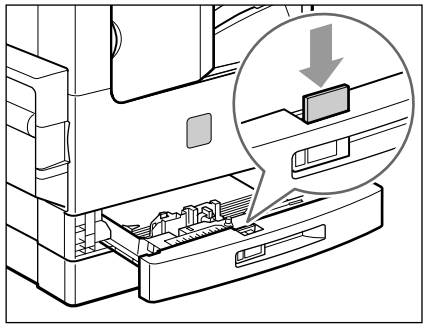
- Be sure to set the paper size detecting lever correctly. If the lever is set to the wrong position, paper jams or dirty prints may occur, or the inside of the machine may get dirty.

7 Stick the appropriate paper size label on the paper size plate.

Remove the protecting plastic sheet and stick the label of the paper size you are loading.



8 **Change the paper size plate, so that it matches the new paper size being loaded.**



Replacing the Toner Cartridge

When the machine runs out of toner, the message <REPLACE TONER> appears on the display alternately. If you print approximately another 100 pages after these messages are displayed, messages <REPLACE TONER> and <TONER EMPTY> are displayed and you cannot print until you replace the toner cartridge.

```
REPLACE TONER
```

WARNING

- **Do not throw used toner cartridges into open flames, as they may ignite the toner remaining inside the cartridge, and result in burns or a fire.**

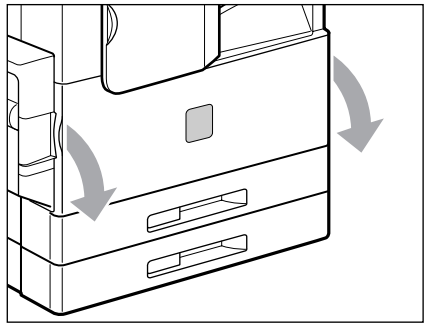
IMPORTANT

- Use only the toner cartridge recommended for use on this machine.

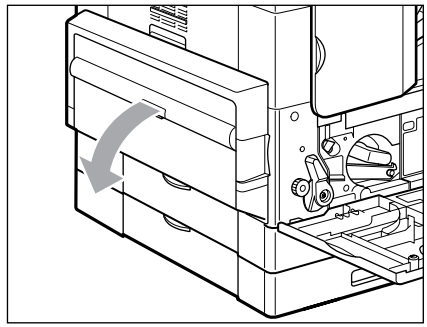
NOTE

- After the message <REPLACE TONER> appears, approximately 100 prints can still be made. However, since this number may vary depending upon the original, it is recommended to replace the toner cartridge soon after the <REPLACE TONER> message appears.
- If the toner runs out during a print job, the machine will start printing the remaining pages automatically after you replace the toner cartridge.

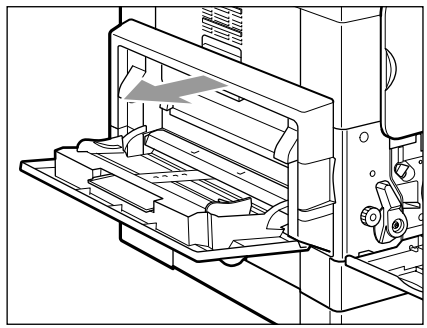
1 Open the front cover.



2 **Open the stack bypass.**



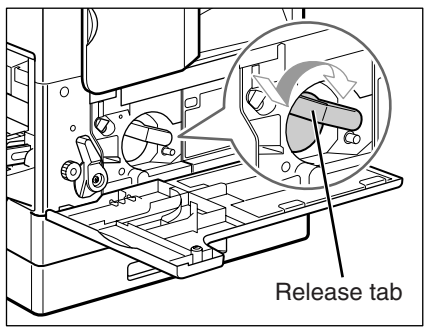
3 **Pull out the left cover.**



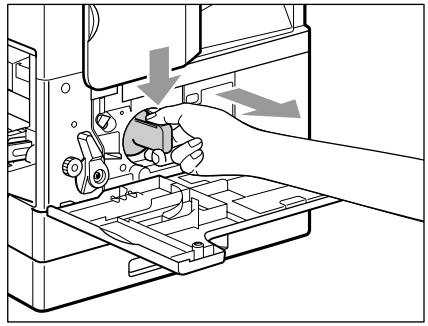
CAUTION

- **Grasp the handle and pull out the left cover horizontally to the left. (Be careful not to pull it upward as it may easily come off.)**

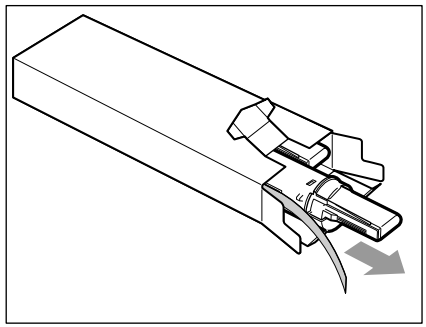
4 **While pushing down the release tab, turn the toner cartridge to the direction of the arrow in the illustration below.**

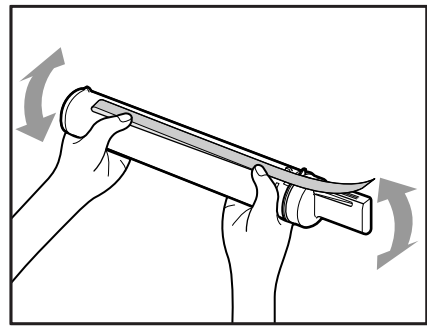


5 **While gripping the handle of the toner cartridge, pull it out toward the direction of the arrow in the illustration below.**



6 **Rock a new toner cartridge five or six times to distribute the toner evenly inside the cartridge.**





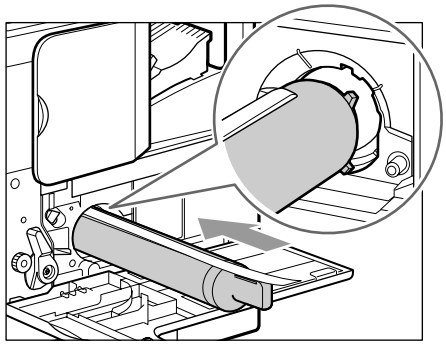
WARNING

- **Do not throw used toner cartridges into open flames, as they may ignite the toner remaining inside the cartridge, and result in burns or a fire.**

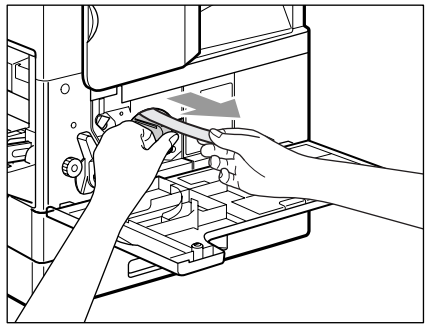
IMPORTANT

- If the toner is not distributed evenly inside the cartridge, the printing quality deteriorates.

7 **With the side with the label facing up, insert the new toner cartridge toward the direction of the arrow while grasping its handle.**



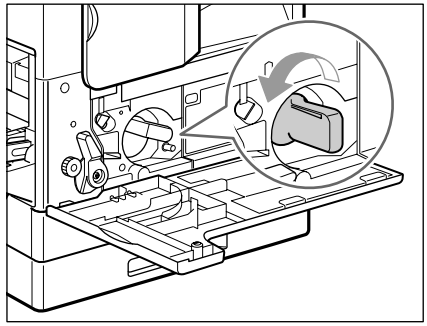
8 **Hold the toner cartridge with one hand, and remove the seal by pulling it out with the other hand.**



IMPORTANT

- Pull out the seal slowly, otherwise the scattered toner may soil your clothes, etc.
- Pull out the seal completely, otherwise the print error may occur.
- Pulling the seal upwards or downwards may break the seal. If the seal could break inside the toner cartridge and cannot be removed completely, the toner cartridge may not be used.
- Do not stop pulling the seal until it is removed completely from the toner cartridge because the toner may scatter and printing quality may deteriorate.
- Throw away the seal after removing it from the toner cartridge.

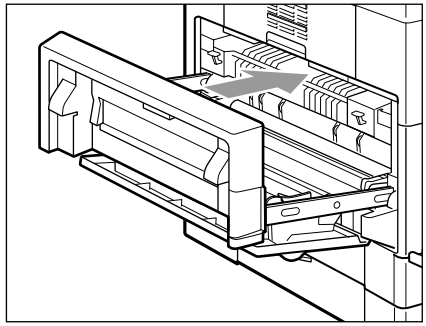
9 Turn the toner cartridge to the direction of the arrow.



IMPORTANT

- Turn the toner cartridge fully until it locks into place.

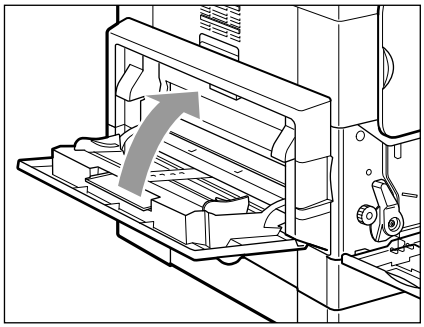
10 Close the left cover.



CAUTION

- **When closing the left cover, be careful not to get your fingers caught, as this may result in personal injury.**

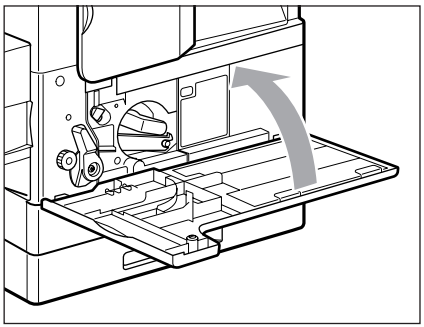
11 Close the stack bypass.



CAUTION

- **When closing the stack bypass be careful not to get your fingers caught, as this may result in personal injury.**

12 Close the front cover.



CAUTION

- **When closing the front cover, be careful not to get your fingers caught, as this may result in personal injury.**

IMPORTANT

- Be sure to clean the roller every time you replace the toner cartridge. See "Cleaning the Roller," on p. 5-26.

Replacing the Drum Cartridge

When the drum cartridge is full of waste toner, messages <WASTE TONER FULL> and <PREPARE A NEW DRUM> appear on the display. If you print another 200 pages after these messages are displayed, messages <WASTE TONER FULL> and <REPLACE THE DRUM> are displayed and you cannot print until you replace the drum cartridge.

```
REPLACE THE DRUM
```

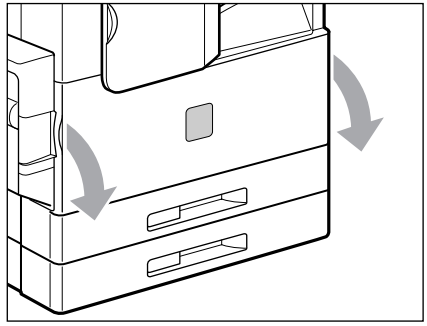
WARNING

- **Do not throw used drum cartridges into open flames, as they may ignite the toner remaining inside the cartridge, and result in burns or a fire.**

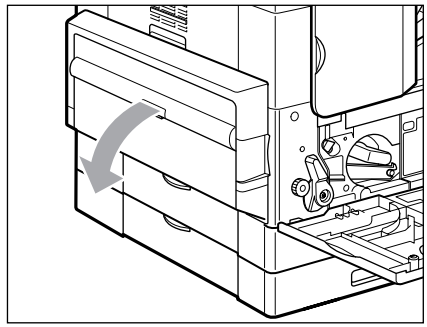
CAUTION

- **If you use the machine without inserting the drum cartridge, <SYSTEM ERROR E100> appears on the display. In this case, install the drum catridge in the machine, turn off the main power, wait for at least 10 seconds, and turn on agein.**

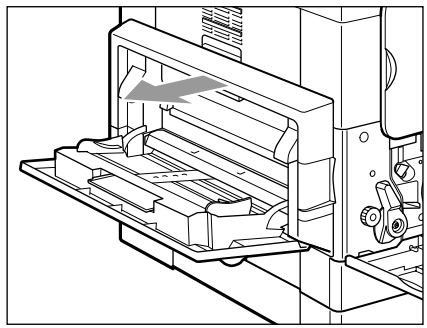
1 Open the front cover.



2 Open the stack bypass.



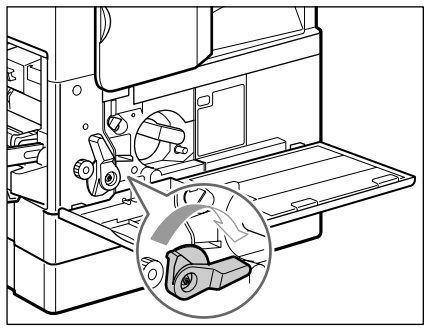
3 Pull out the left cover.



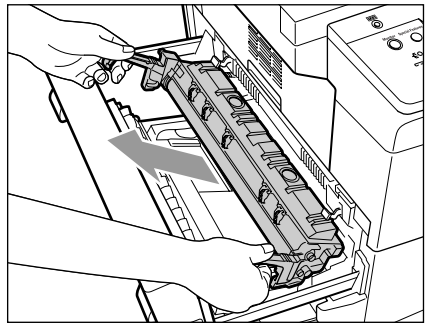
CAUTION

- **Grasp the handle and pull out the left cover horizontally to the left. (Be careful not to pull it upward as it may easily come off.)**

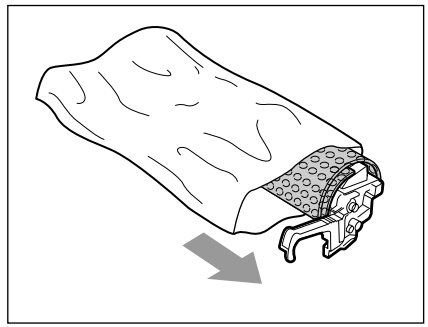
4 Release the blue unlock lever to its horizontal position.



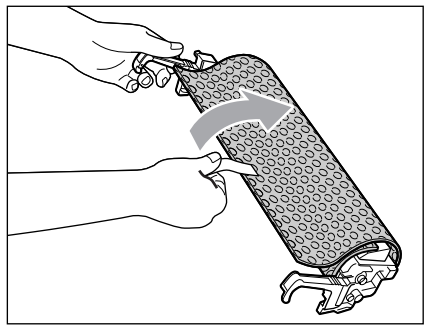
5 **While gripping the blue handles of the drum cartridge, pull it out horizontally.**



6 **Cut the silver protective bag of a new drum cartridge with scissors and remove it from the bag.**



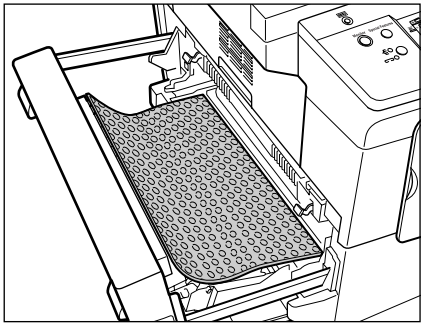
7 **Place the drum cartridge on a flat surface, and remove the bubble wrap from the drum cartridge.**



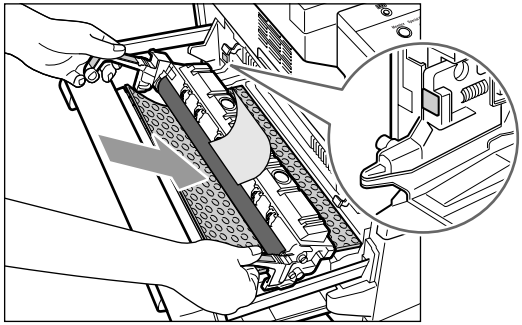
CAUTION

- **Do not touch the black seal yet in this step.**

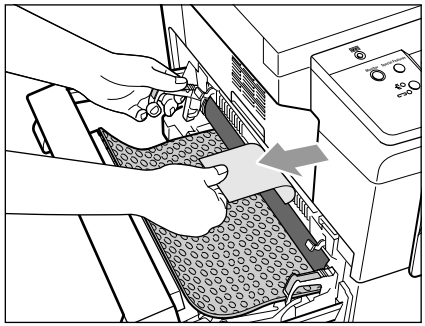
8 **Place the bubble wrap on the stack bypass to protect the drum cartridge when you insert it.**



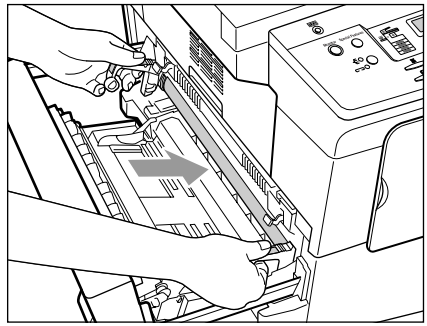
9 **While holding the handles of the drum cartridge, insert it aligning the blue label attached to the left handle of the drum cartridge with the blue tab attached to the left side of the machine.**



10 **While holding the handle of the drum cartridge with one hand, pull out the label with the other hand to remove the black drum protective seal (seen in a bending posture).**



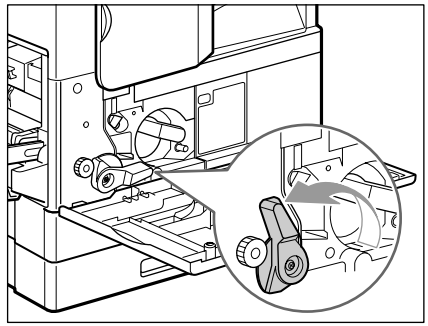
11 Insert the drum cartridge as far as it will go. Remove the bubble wrap.



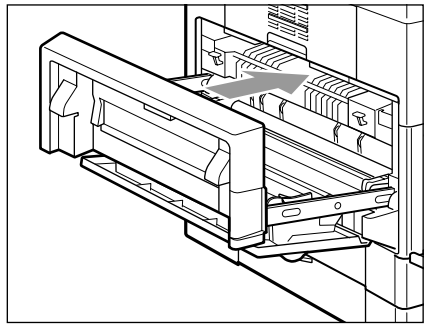
CAUTION

- **Be careful not to touch the blue-green drum.**

12 Lock the blue unlock lever to its vertical position.



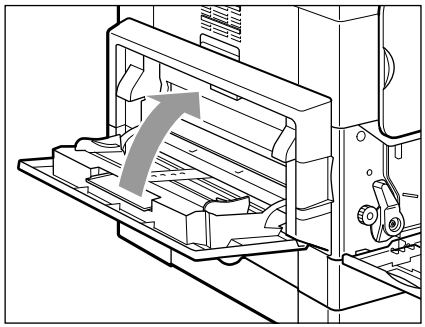
13 Close the left cover.



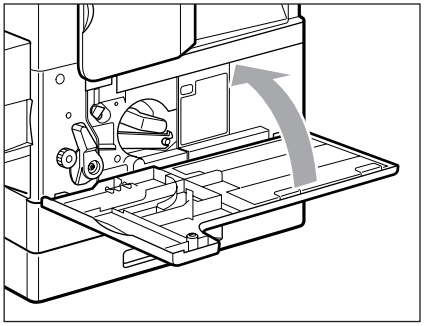
CAUTION

- **Close the left cover until it latches.**
- **When closing the cover, be careful not to get your fingers caught and cause personal injury.**

14 Close the stack bypass.



15 Close the front cover.



Routine Cleaning

If the original is not copied clearly, clean the following parts of the machine. For high-quality output, we recommend cleaning these parts once a month.

- Platen glass
- Rear side of the platen glass cover
- Feeder scanning area
- White plate, roller

WARNING

- **When cleaning the machine, first turn off the main power switch and unplug the power plug. Failure to do so may result in a fire or electrical shock.**
- **Do not use alcohol, benzene, paint thinner, or other solvents for cleaning. Doing so might result in plastic parts becoming deformed.**

CAUTION

- **Unplug the power plug from the outlet at least once a year, and clean the plug's metal pins and the area surrounding them to ensure all dust is removed. If dust accumulates in this area, it may result in a fire.**
- **Do not dampen the cloth too much, as this may damage the original or break the machine.**

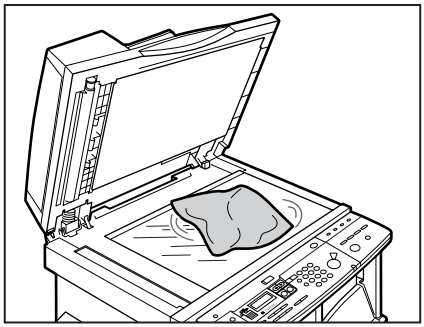
Cleaning the Platen Glass/Rear Side of Platen Glass Cover

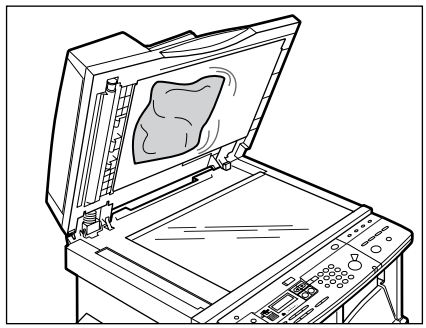
Clean the platen glass and the rear side of platen glass cover following the procedure below.

IMPORTANT

- If the platen glass or the rear side of the platen glass cover is dirty, the original may not be scanned cleanly, or the size of the original may be detected incorrectly.

1 Clean the platen glass and the rear side of platen glass cover with a cloth dampened with water, and wipe them with a soft and dry cloth.





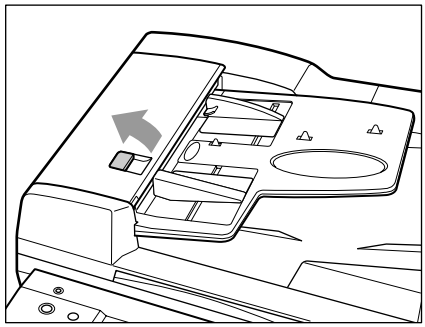
Cleaning the Feeder

If your originals have black streaks or appear dirty after copying them using the feeder, this may be caused by pencil writing rubbing off the originals and onto the roller. Perform this feeder cleaning procedure to clean the feeder scanning area, film, and roller.

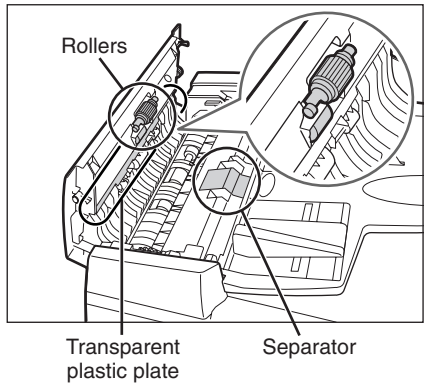
IMPORTANT

- If the feeder scanning area is dirty, it may result in a paper jam or blemished print output.
- Clean the roller while spinning it with your hand.

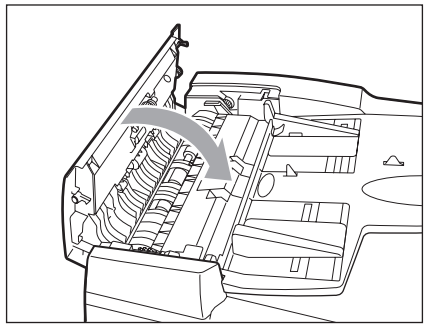
1 Open the feeder cover.



2 **Clean the rollers (total of 2 places), separator and transparent plastic plate inside the feeder cover, with a cloth slightly dampened with water.**



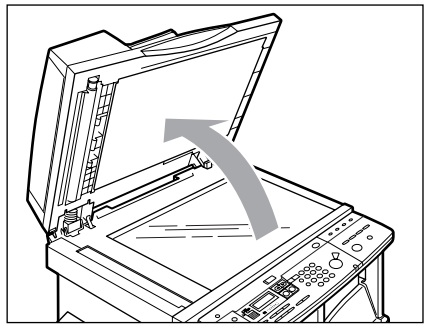
3 **Close the feeder cover.**



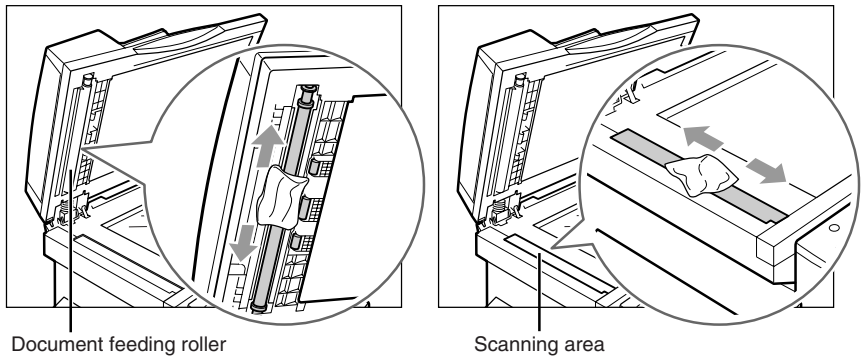
CAUTION

- **When closing the feeder cover, be careful not to get your fingers caught, as this may result in personal injury.**

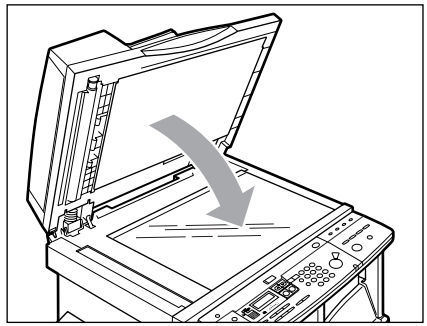
4 Open the feeder.



5 Clean the feeder scanning area (platen glass) and the document feeding roller, with a cloth dampened with water.



6 Close the feeder.



CAUTION

- **When closing the feeder/platen glass cover, be careful not to get your fingers caught, as this may result in personal injury.**

Cleaning the Roller

If black streak appears on outputs, the fixing roller in the main unit may be dirty.

In such a case, clean the roller. Also, it is necessary to clean the roller every time you replace the toner cartridge.

First, print the cleaning paper using the machine, then perform the roller cleaning using the cleaning paper.

Load A4□ paper in the paper drawer to clean the roller.

IMPORTANT

- Cleaning paper can be printed only a A4□ paper.

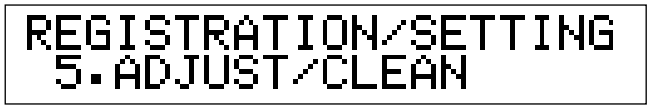
NOTE

- It takes about 150 seconds to clean the roller.

1 Press (Additional Functions).

The Additional Functions menu appears and the indicator blinks.

2 Press ◁ or ▷ to select <5. ADJUST/CLEAN>, and press OK.



When you press OK, <ADJUST/CLEAN> menu appears.

3 Press ◁ or ▷ to select <1. ROLLER CLEANING>, and press OK.

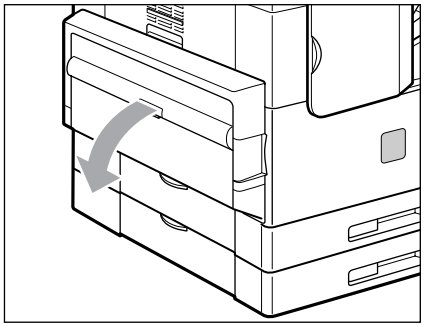
When you press OK, the <ROLLER CLEANING> menu appears.

4 **Press ◁ or ▷ to select <2. CLEAN PAPER PRT>, and press OK.**

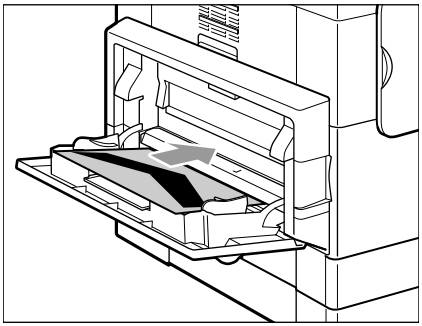
```
ROLLER CLEANING
 2.CLEAN PAPER PRT
```

When you press OK, the cleaning paper is printed.

5 **Open the stack bypass.**



6 **Load the cleaning paper with the side on which the letter "V" is printed facing up.**



7 Repeat the steps 1 to 3, press ◁ or ▷ to select <1. START CLEANING>, and press OK.

When you press OK, the machine starts cleaning the roller.

NOTE

- Use standard copy paper as the cleaning paper.
- If a cleaning paper jam occurs, the alarm indicator blinks in red. Press (Stop) and remove the jammed cleaning paper.
- Throw away the cleaning paper after use.

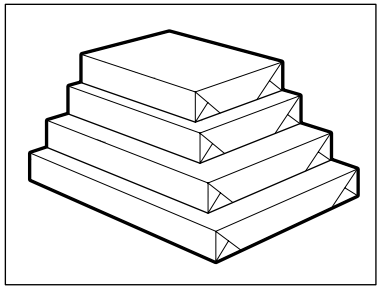
Consumables

The following consumables and accessories are available from Canon. For details, consult your service representative.

We recommend that you order paper stock and toner from your service representative before you run out of them.

■ Paper Stock

In addition to plain paper (A3, B4, A4, B5, A5, 11" x 17", LGL, LTR, and STMT), transparencies (dedicated to this machine), labels and other types of paper stock are available. For details, consult your service representative.



CAUTION

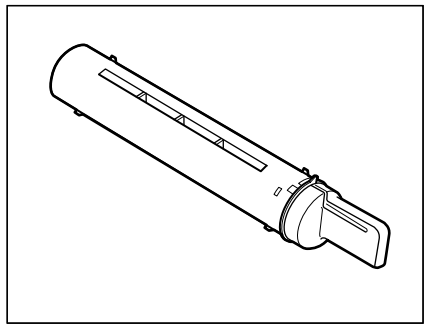
- **Do not store paper in places exposed to open flames, as this may cause the paper to ignite and result in burns or a fire.**

IMPORTANT

- For high-quality print output, use paper recommended by Canon.
- To prevent moisture build-up, store any remaining paper tightly wrapped in its original package.

■ Toner Cartridge

When the <TONER EMPTY> message appears on the display, replace the toner cartridge with a new one.



WARNING

- **Do not throw used toner cartridges into open flames, as they may ignite the toner remaining inside the cartridge, and result in burns or a fire.**

CAUTION

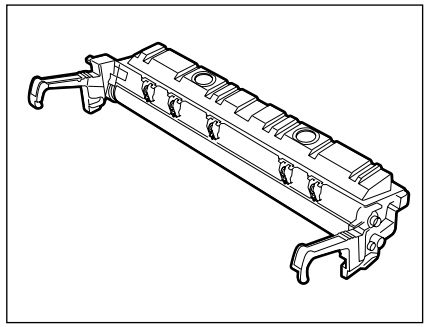
- **Do not store toner cartridges in places exposed to open flames, as this may cause the toner to ignite and result in burns or a fire.**

IMPORTANT

- Store toner cartridges in a cool location, away from direct sunlight.
  - The recommended storage conditions are: temperature below 30°C, and humidity below 80%.
- Never store the cartridges in a vertical position.

■ Drum Cartridge

When the <WASTE TONER FULL> and <REPLACE THE DRUM> messages appear on the display, or when the output quality deteriorates, replace the drum cartridge with a new one.



WARNING

- **Do not throw used drum cartridges into open flames, as they may ignite the toner remaining inside the cartridge, and result in burns or a fire.**

CAUTION

- **Do not store drum cartridges in places exposed to open flames, as this may cause the toner to ignite and result in burns or a fire.**

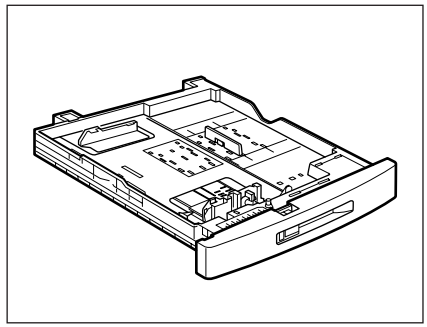
IMPORTANT

- Store drum cartridges in a cool location, away from direct sunlight.
  - The recommended storage conditions are: temperature below 30°C, and humidity below 80%.

■ Paper Cassette-W1

You can adjust this cassette to suit the paper size you want to load. (See “Adjusting a Paper Drawer to Hold a Different Paper Size,” on p. 5-5.)

- Available paper sizes: A3 ▭, B4 ▭, A4 ▯, A4 ▭, B5 ▯,B5 ▭, A5 ▯, 11" x 17" ▭, LGL ▭, LTR ▯, LTR ▭ and STMT ▯

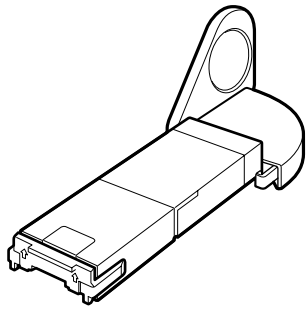


■ Staple Cartridge

Use only the staple cartridges recommended for use in this machine.

NOTE

- We recommend that you order staple cartridges from your service representative before the machine runs out of them.



Troubleshooting

CHAPTER 6

This chapter describes what to do in response to a paper jam in the main unit or an error message display.

Clearing Paper Jams 6-2
- Display Shown When There Is a Paper Jam 6-2
- Clearing Paper Jams in the Left Cover and the Fixing Unit 6-4
- Clearing Paper Jams in the Lower Left Side Cover 6-8
- Clearing Paper Jams in the Stack Bypass 6-11

When the Copied Output Using the Feeder Becomes Dirty 6-12

When a Error Code Between E500 and E585 Is Displayed 6-14

List of Error Messages 6-16
- Self-diagnostic Display 6-16

Service Call Message 6-20
- Calling Your Local Authorized Canon Dealer 6-20

Clearing Paper Jams

Display Shown When There Is a Paper Jam

If a paper jam occurs, the following displays appear alternately and the paper jam indicator (⚠) lights on the control panel.

```
REC. PAPER JAM
```

```
OPEN THE FRONT COVER
```

IMPORTANT

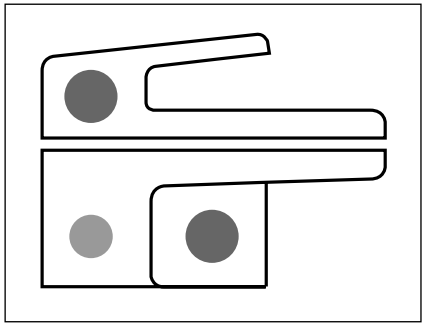
- When a paper jam occurs in the feeder, you cannot continue operating the machine. Follow the directions to remove the jammed paper. (See "Clearing Paper Jams in the Feeder," on p. 7-4.)

CAUTION

- **When removing jammed originals or paper, take care not to cut your hands on the edges of the original or paper.**
- **When removing jammed paper or when inspecting the inside of the machine, do not allow necklaces, bracelets, or other metal objects to touch the inside of the machine, as this may result in burns or electrical shock.**
- **When removing paper which has become jammed inside the machine, take care not to allow the toner on the jammed paper to come into contact with your hands or clothing, as this will dirty your hands or clothing. If they become dirty, wash them immediately with cold water. Washing with warm water will set the toner and make it impossible to remove the toner stains.**
- **When removing paper which has become jammed inside the machine, remove the jammed paper gently to prevent the toner on the paper from scattering and entering your eyes or mouth. If toner enters your eyes or mouth, wash them immediately with cold water and consult a physician.**

1 Check the error lamp and see the appropriate pages for instructions on how to find and remove jammed paper.

If jammed paper tears while being removed, be sure to remove any remaining pieces from inside the machine.



Finisher-L1	**(See "Clearing Paper Jams in the Finisher-L1," on p. 7-10.)**
Left cover and fixing unit	**(See "Clearing Paper Jams in the Left Cover and the Fixing Unit," on p. 6-4.)**
Inner 2-way tray	**(See "Clearing Paper Jams in the Inner 2-Way Tray-B1," on p. 7-22.)**
Inside the main unit	**(See "Clearing Paper Jams in the Lower Left Side Cover," on p. 6-8.)**
Stack bypass	**(See "Clearing Paper Jams in the Stack Bypass," on p. 6-11.)**

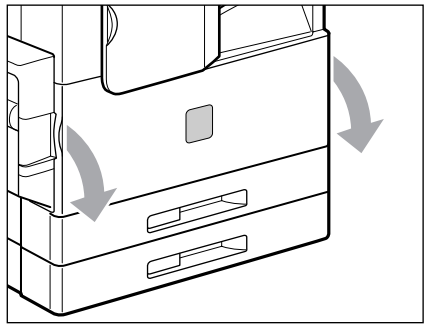
2 After you have cleared all paper jams at the locations indicated on the control panel, restore all levers and covers to their original positions.

Clearing Paper Jams in the Left Cover and the Fixing Unit

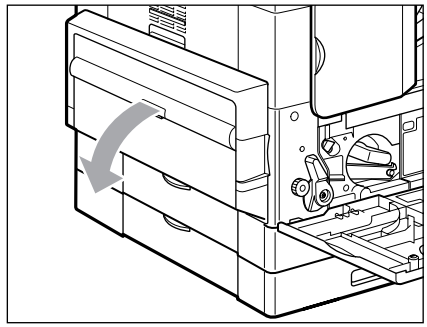
If a paper jam occurs in the left cover and the fixing unit, the following display appears. Follow the procedure described below to remove the jammed paper.

```
REC. PAPER JAM
```

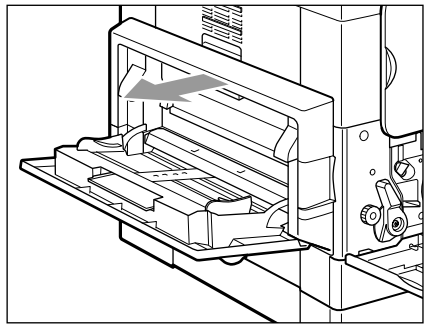
1 Open the front cover of the main unit.



2 Open the stack bypass.



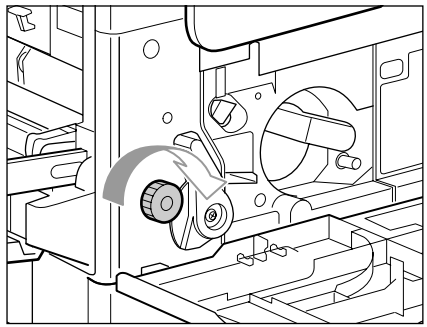
3 Pull out the left cover.



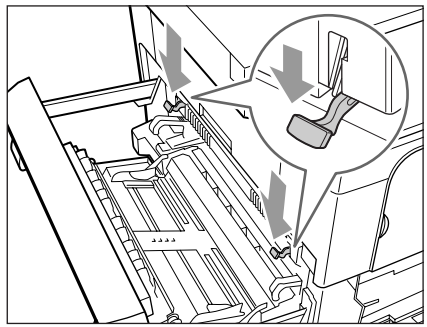
CAUTION

- **Grasp the handle and pull out the left cover horizontally to the left. (Be careful not to pull it upward as it may easily come off.)**

4 Turn the green dial in the direction of the arrow.



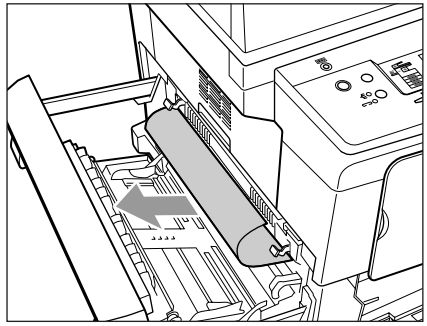
5 Push down the green fixing lever over the toner cartridge.



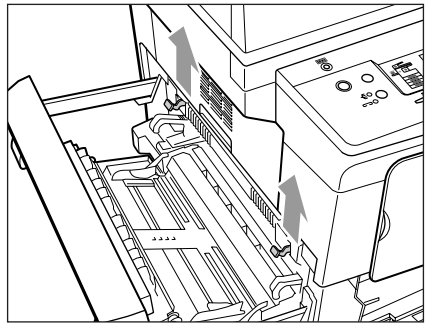
CAUTION

- **The parts located around the green lever of the exit slot guide are subject to high temperatures. When removing jammed paper, take care not to touch anything in this area except the lever.**

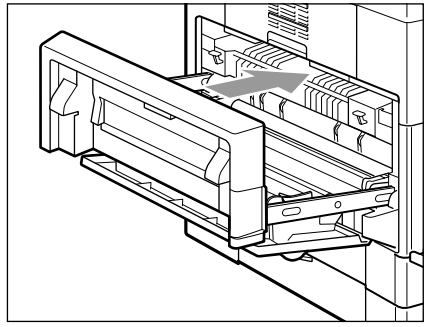
6 Remove any jammed paper.



7 Push up the green fixing lever over the toner cartridge.



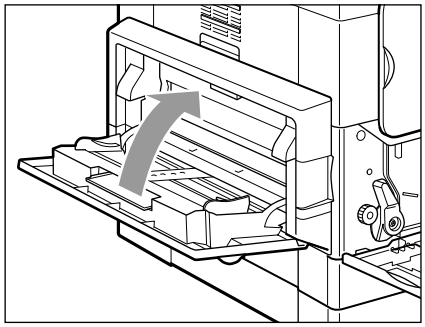
8 Close the left cover.



CAUTION

- **Close the left cover until it latches.**
- **When closing the left cover, be careful not to get your fingers caught, as this may result in personal injury.**

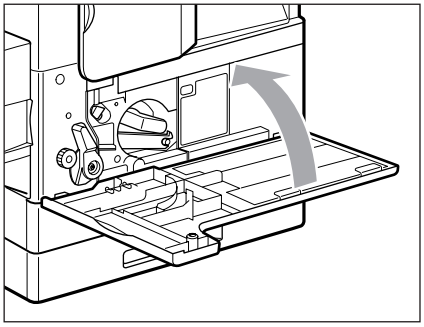
9 Close the stack bypass.



CAUTION

- **When closing the stack bypass, be careful not to get your fingers caught, as this may result in personal injury.**

10 Close the front cover.



CAUTION

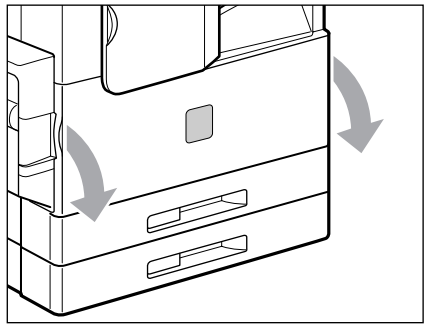
- **When closing the front cover, be careful not to get your fingers caught, as this may result in personal injury.**

Clearing Paper Jams in the Lower Left Side Cover

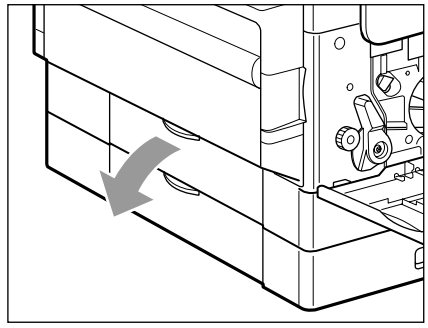
If a paper jam occurs inside the main unit, the following display appears. Check where the jam occurred, and follow the procedure described below to remove the jammed paper.

```
REC. PAPER JAM
```

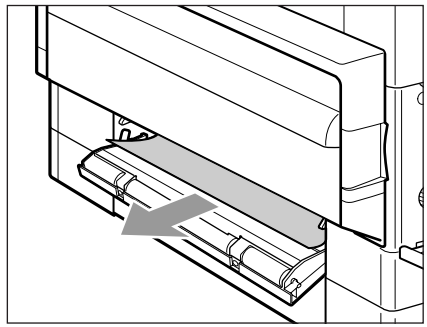
1 **Open the front cover of the main unit.**



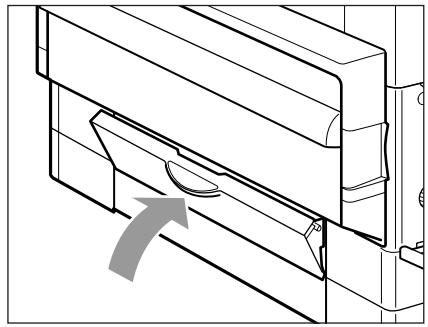
2 **Open the lower left side cover of the main unit.**



3 Remove any paper remaining in the fixing unit.



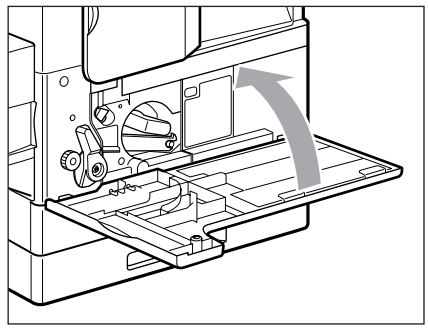
4 Close the lower left door of the main unit.



CAUTION

- **When closing the lower left door, be careful not to get your fingers caught.**

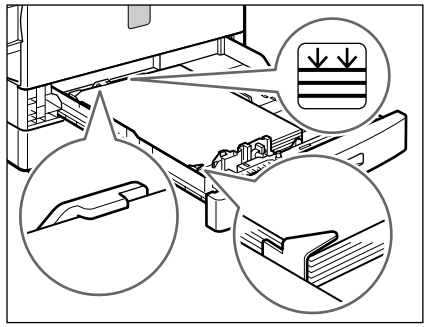
5 Close the front cover.



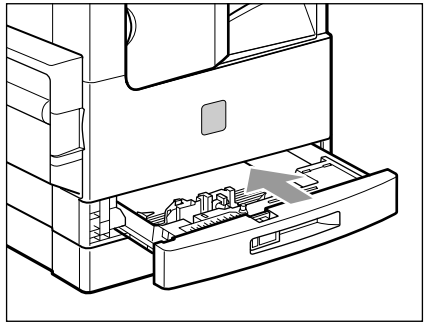
CAUTION

- **When closing the front cover, be careful not to get your fingers caught, as this may result in personal injury.**

6 **Pull out the paper drawer and push the corners of the stack down under the tabs.**



7 **Gently push the paper drawer back into the machine until it clicks.**



CAUTION

- **When returning the paper drawer to its original position, be careful not to get your fingers caught, as this may result in personal injury.**

Clearing Paper Jams in the Stack Bypass

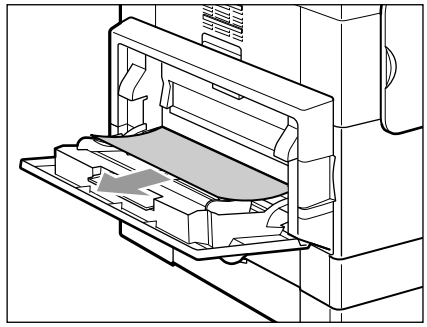
If a paper jam occurs in the stack bypass, the following display appears. Follow the procedure below to remove the jammed paper.

```
REC. PAPER JAM
```

1 Remove all paper from the stack bypass.

2 Remove any jammed paper.

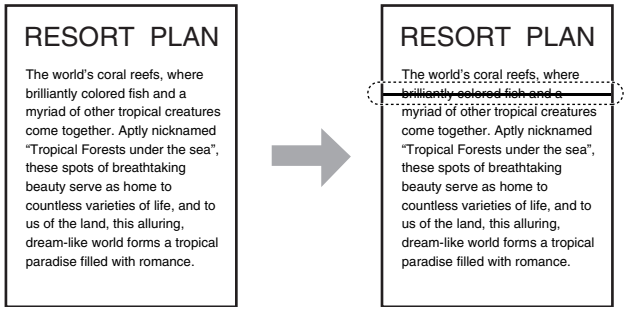
If you cannot remove the jammed paper, follow the procedure described in “Clearing Paper Jams in the Left Cover and the Fixing Unit,” on p. 6-4.



When the Copied Output Using the Feeder Becomes Dirty

When scanning the original using the feeder, some streaked lines which do not exist on the original may appear on the output.

If such lines appear, the original scanning area of the feeder may be dirty.

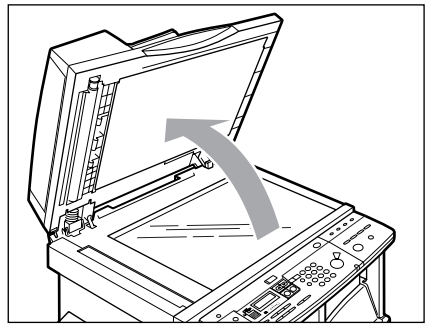

RESORT PLAN
The world's coral reefs, where brilliantly colored fish and a myriad of other tropical creatures come together. Aptly nicknamed "Tropical Forests under the sea", these spots of breathtaking beauty serve as home to countless varieties of life, and to us of the land, this alluring, dream-like world forms a tropical paradise filled with romance.
RESORT PLAN
The world's coral reefs, where brilliantly colored fish and a myriad of other tropical creatures come together. Aptly nicknamed "Tropical Forests under the sea", these spots of breathtaking beauty serve as home to countless varieties of life, and to us of the land, this alluring, dream-like world forms a tropical paradise filled with romance.

Follow the procedure described below to clean the original scanning area of the feeder.

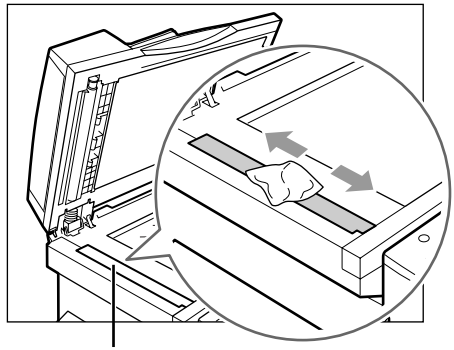
IMPORTANT

- If the feeder scanning area is dirty, it may result in blemished print output.

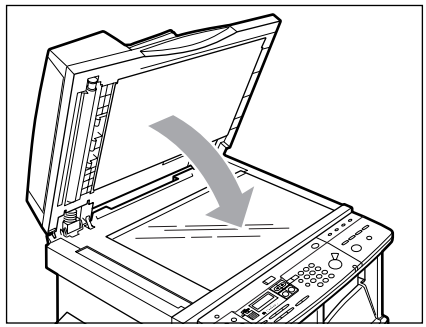
1 Open the feeder.



2 **Clean the feeder scanning area with a cloth dampened with water.**



3 **Close the feeder.**



When a Error Code Between E500 and E585 Is Displayed

When the following error codes are displayed, be sure to turn the main power off and turn it on again. If the same error code is displayed after performing the operation described above, consult your Canon service representative. If the service personnel instructs you to set the Staple Shift on/off, follow the procedure below to perform the setting.

- E500
- E514
- E530
- E531
- E537
- E551
- E577
- E580
- E585

NOTE

- This setting is available only when the Finisher-L1 is attached.
- The default setting is <ON>.

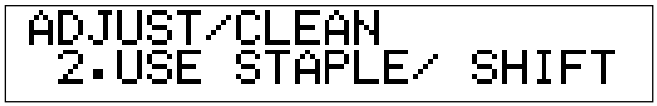
1 Press (Additional Functions).

The Additional Functions menu appears and the indicator blinks.

2 Press ◁ or ▷ to select <5.ADJUST/CLEAN>, and press OK.

When you press OK, the <ADJUST/CLEAN> menu appears.

3 **Press ◁ or ▷ to select <2.USE STAPLE/SHIFT>, and press OK.**



When you press OK, the <USE STAPLE/SHIFT> menu appears.

4 **Press ◁ or ▷ to select <1.ON> or <2.OFF>, and press OK.**

5 **Press (Stop) to return to the standby mode.**

List of Error Messages

Self-diagnostic Display

The machine is equipped with the self-diagnostic function.

Self-diagnostic (error) messages appear on the display when:

- printing cannot be performed because of an operational error.
- you need to make a judgement or take some action during scanning or printing.

CHECK DOCUMENT

Cause A paper jam may have occurred in the feeder.

Remedy Remove the jammed document.

CHECK PRINTER

Cause The machine is detecting an error in the printer area.

Remedy Please contact your local authorized Canon dealer.

CHECK STAPLER

Cause A paper jam may have occurred in the Finisher-L1.

Remedy Check if a paper jam has occurred.

CHECK PRINTER COVER

Cause One or more cover is open.

Remedy Close all the covers.

DOCUMENT TOO LONG

Cause You have tried to copy an original that is too long using the feeder.

Remedy Scan it on the platen glass.

INCORRECT PAPER SIZE

Cause It is possible that the paper size detected automatically by the paper drawer does not match the actual paper size. Another possibility is that the paper size selected for the stack bypass in the <NAME STACK SIZE> menu does not match the paper size actually set on the stack bypass.

Remedy Make sure the actual paper size matches the selected paper size. Set the correct paper size and open the front cover, then close it.

LOAD STAPLES

Cause There are few staples remaining in the staple cartridge.

Remedy Replace the staple cartridge.

MEMORY FULL

Cause The machine's memory is full of scanned documents.

Remedy Divide the original into some stacks and scan them one by one.

NO APPROPRIATE SIZE

Cause Although <AUTO PAPER> is selected when copying, appropriate-sized paper is not set in the paper drawer nor on the stack bypass.

Remedy Select the paper size, or set the copy ratio.
If you press (Start) while this message is displayed, the paper with the least margin is selected automatically and printing starts.

OPEN THE FRONT COVER

Cause A paper jam has occurred.

Remedy Open the front cover, and follow the procedure described on the label inside the cover to remove the jammed paper.

OUTPUT TRAY FULL

Cause Prints from the previous job remain in the output tray.

Remedy Remove the prints from the output trays.

PLEASE WAIT

Cause This message is displayed when the main power is turned on. Also, when the machine is not ready to print, this display appears.

Remedy Wait until the message disappears.

PRINT LIMIT REACHED

Cause The machine is set to restrict the printing.

Remedy Enter the Department ID Management menu in the System Settings menu, open the <COPY LIMITS> menu and change the maximum number of pages that can be printed.

REC. PAPER JAM

Cause An original jam or paper jam has occurred, preventing you from making prints.

Remedy Remove paper from the machine following the guidance. If you open a cover during printing, this message also appears. In such a case, open the cover again and check if there is any jammed paper. If you find any, remove it, and close the cover. Then the message disappears.

REMOVE DOC. ON GLASS

Cause The original remains on the platen glass.

Remedy Remove the original from the platen glass, and operate the machine again.

STOP KEY PRESSED/PRESS OK KEY

Cause (Stop) has been pressed while scanning the original using the feeder.

Remedy Press OK, and set the original again.

SYSTEM ERROR/E100

Cause1 Drum cartridge has not been installed.

Remedy1 Install the drum cartridge in the machine. Then turn off the main power, wait for more than 10 seconds, and turn it on again.

Cause2 A malfunction has occurred in the machine.

Remedy2 Please contact your local authorized Canon dealer.

SUPPLY REC. PAPER

Cause The paper drawer is out of paper, or not inserted correctly.

Remedy Insert the paper drawer as far as it will go or load paper.

TONER EMPTY

Cause The toner cartridge has run out of toner.

Remedy Replace the toner cartridge.

WASTE TONER FULL/REPLACE THE DRUM

Cause The drum cartridge is filled with waste toner.

Remedy Replace the drum cartridge.

Service Call Message

If a malfunction occurs to the machine, service call messages appear on the display.

WARNING

- **Do not insert or unplug the power plug with wet hands, as this may result in electrical shock.**

CAUTION

- **Always grasp the plug portion when unplugging the power plug. Pulling on the power cord may expose or snap the core wire, or otherwise damage the power cord. If the cord is damaged, this could cause an electricity leak and result in a fire or electrical shock.**

IMPORTANT

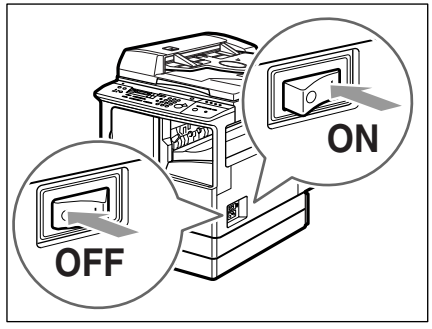
- If you turn off the main power when there is any stored job, its data will be deleted.
- If <SYSTEM ERROR/E100> appears on the display, refer to the list of error message on p.6-18.

Calling Your Local Authorized Canon Dealer

If a malfunction occurs to the machine, service call messages appear on the display. Follow the procedure described below to solve the problem.

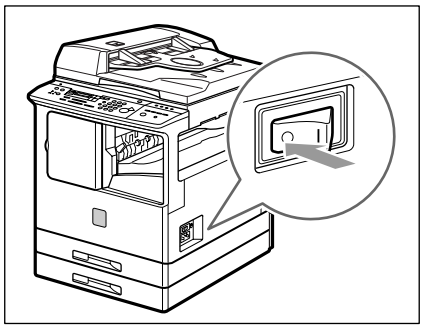
EXXX

1 Turn off the main power, wait for more than 10 seconds, then turn it on again.



2 If the problem persists, do the following and contact your local authorized Canon dealer.

Turn off the main power.



Unplug the power cord from the wall outlet.

NOTE

- When consulting your local authorized Canon dealer, check the following:
  - Model name
  - Problem and status of the machine
  - Error code on the display

Handling Options

7
CHAPTER

This chapter describes the use of options and what to do if a paper jam occurs in an optional unit.

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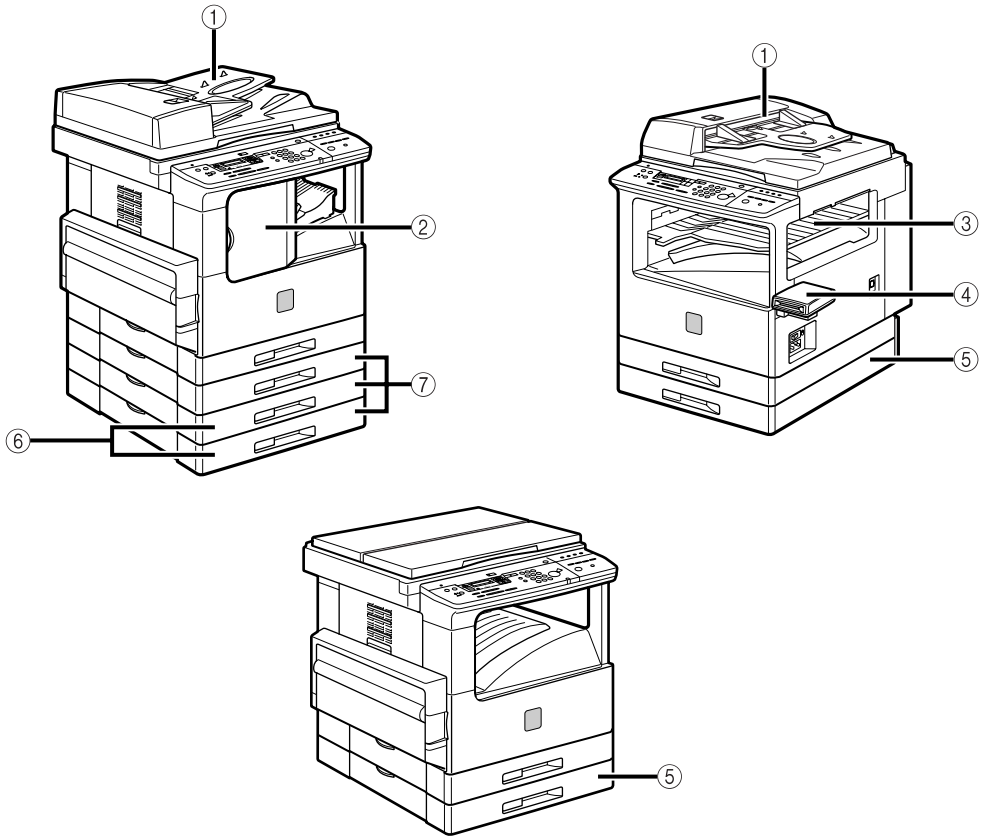
System Configuration

The following options can be attached to the machine.



Main unit

① Feeder (ADF-J1)
② Finisher-L1
③ Inner 2-Way Tray-B1
④ Card Reader-C1 (Control Card)
⑤ Cassette Feeding Module-F1 (For iR1600 only)
⑥ Cassette Feeding Module-G1 (For iR2000 only)
⑦ Cassette Feeding Module-H1 (For iR1600 only)

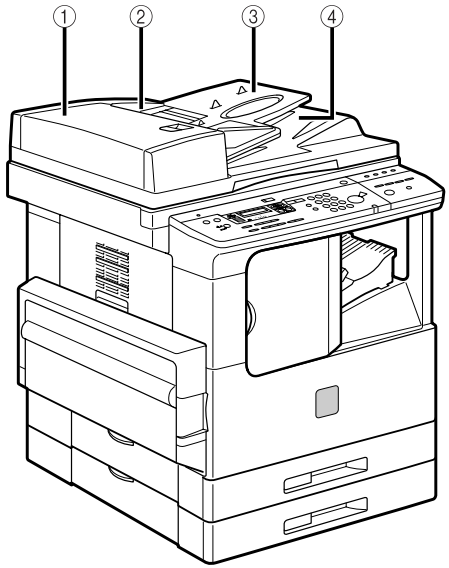
Feeder (ADF-J1)

With the optional feeder attached, you can place a stack of originals in the original supply tray, and they are automatically fed to the platen glass for copying.

IMPORTANT

- Blocking the paper delivery slot may damage the originals. Do not place objects in the original output area.

Parts and Their Functions



① Feeder cover
② Slide guide
③ Original supply tray
④ Original output area

Clearing Paper Jams in the Feeder

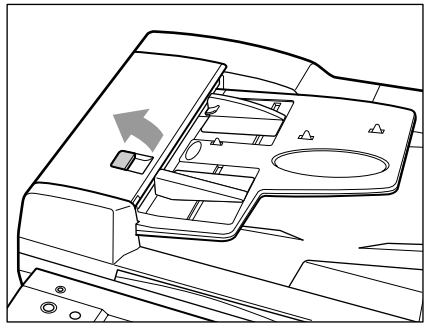
If a paper jam occurs in the feeder, the following display appears. Follow the procedure described below to remove the jammed paper.

```
CHECK DOCUMENT
```

CAUTION

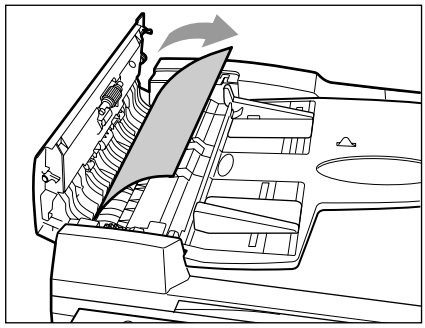
- **When removing jammed originals or paper, take care not to cut your hands on the edges of the original or paper.**
- **When removing jammed paper or when inspecting the inside of the machine, do not allow necklaces, bracelets, or other metal objects to touch the inside of the machine, as this may result in burns or electrical shock.**

1 Open the upper cover of the feeder.



2 Remove any jammed original.

If you cannot remove the original, go to step 3.

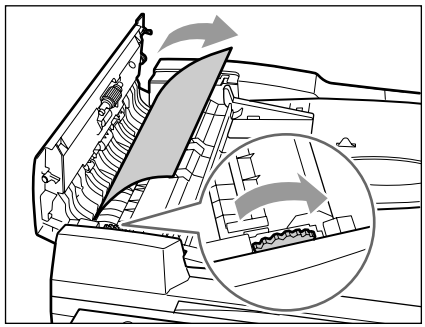


IMPORTANT

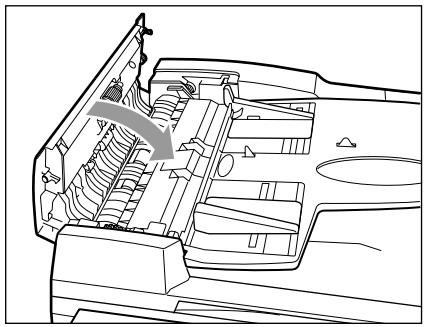
- Do not pull the original forcefully, because it may tear.

3 Turn the green knob and remove any jammed original.

If you cannot remove the original, go to step 4.



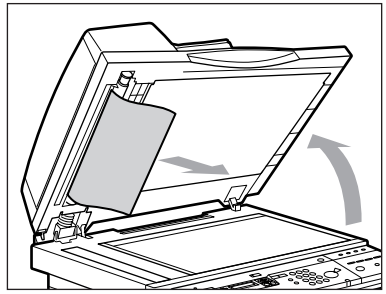
4 Close the upper cover of the feeder.



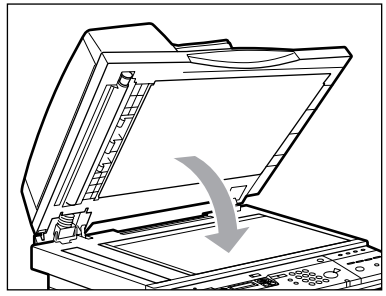
CAUTION

- **When closing the cover, be careful not to get your fingers caught, as this may result in personal injury.**

5 Open the feeder, and remove any jammed original.



6 Close the feeder.



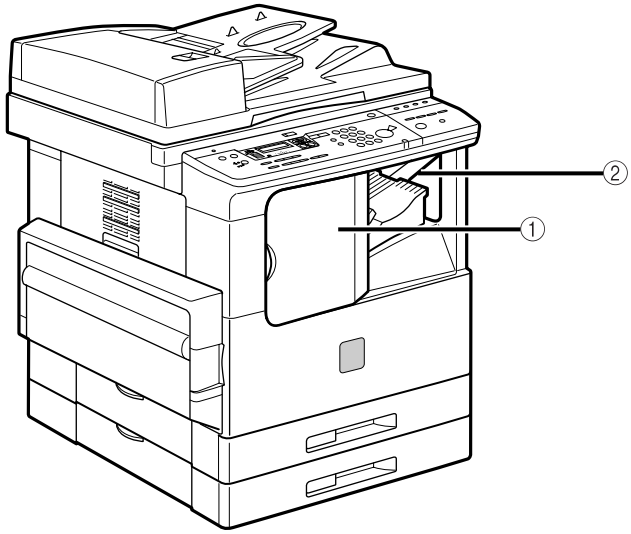
CAUTION

- **When closing the feeder/platen glass cover, be careful not to get your fingers caught, as this may result in personal injury.**

Finisher-L1

The Finisher-L1 is equipped with the following functions: Collate, Offset, and Staple modes. (See “Finishing Functions,” on p. 7-8.)

Parts and Their Functions



① Front cover

Open this cover to replace the staple case in the stapler unit, or when a staple jam occurs. (See “Replacing the Staple Cartridge in the Stapler Unit-K1,” on p. 7-16. “Removing Jammed Staples from the Stapler Unit-K1,” on p. 7-18.)

② Auxiliary tray

When feeding large-size paper, such as A3 or B4, pull out this tray.

Finishing Functions

The Finisher-L1 is equipped with the following functions:

■ Collate Mode

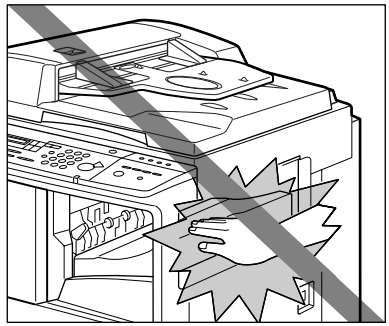
This function automatically collates print sets into page order before they are delivered.

■ Staple Mode

This function automatically collates print sets into page order, staples the sets, and outputs them.

CAUTION

- **Do not place your hand in the output tray while the finisher is attached, as this may result in personal injury.**

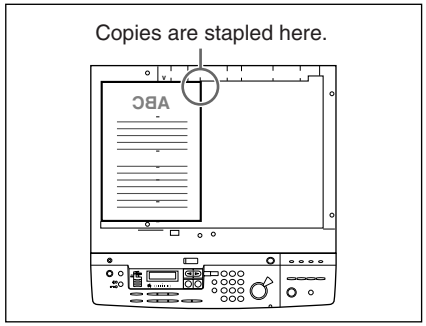


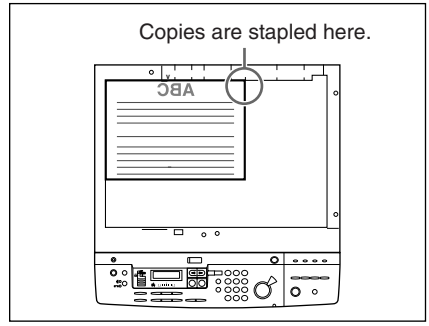
IMPORTANT

- The output tray moves down when each set of paper is delivered. When the delivered paper reaches the stacking limit of the tray, printing stops temporarily. Remove all the paper from the output tray, and the remaining printing and stapling will restart.
- You can staple A3 ▭, B4 ▭, A4 ▯, A4 ▭, B5 ▯, 11" x 17" ▭, LGL ▭, LTR ▯, and LTR ▭.
- You can staple A3 ▭ and B4 ▭ paper only after installing the additional memory.
- You cannot staple transparency.

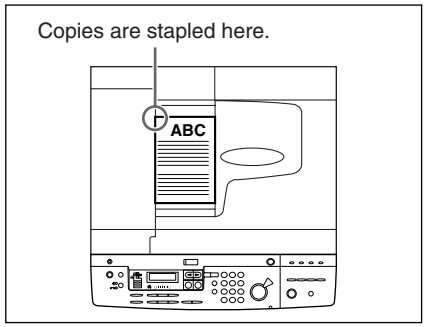
NOTE

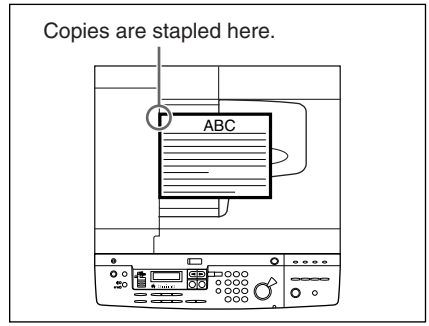
- Copies are stapled in the following places:
  - When an original is placed on the platen glass:





  - When originals are placed in the feeder:





- If the number of sheets in one set exceeds 15 stapling will not be performed. Only collating will be performed.
- If the machine stops during stapling and <LOAD STAPLES> is displayed, it means that almost all of the staples have been used up and the staple case must be replaced. To proceed, replace the staple case. (See “Replacing the Staple Cartridge in the Stapler Unit-K1,” on p. 7-16.)

■ Offset Mode

This function outputs paper shifted to the front.

IMPORTANT

- You can offset A3 ▭, B4 ▭, A4 ▯, A4 ▭, B5 ▯, A5 ▯, 11" x 17" ▭, LGL ▭, LTR ▯, LTR ▭, and STMT ▯.

Clearing Paper Jams in the Finisher-L1

If a paper jam occurs when using the finisher, a screen similar to the one shown below appears on the touch panel display. Check where the jam occurred, and follow the procedure described below and the procedure that appears on the touch panel display, to remove the jammed paper.

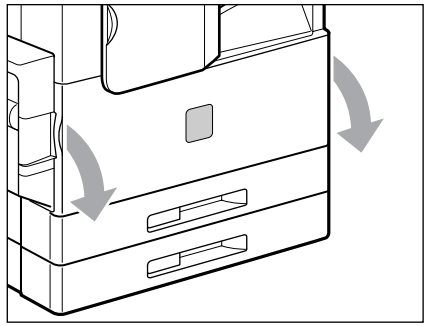
```
OPEN THE FRONT COVER
```

```
REC. PAPER JAM
```

CAUTION

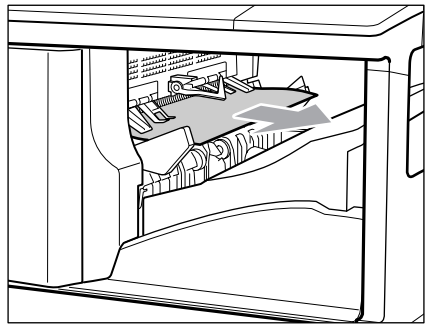
- **When removing jammed originals or paper, take care not to cut your hands on the edges of the original or paper.**
- **When removing jammed paper or when inspecting the inside of the machine, do not allow necklaces, bracelets, or other metal objects to touch the inside of the machine, as this may result in burns or electrical shock.**
- **When removing paper which has become jammed inside the machine, take care not to allow the toner on the jammed paper to come into contact with your hands or clothing, as this will dirty your hands or clothing. If they become dirty, wash them immediately with cold water. Washing with warm water will set the toner and make it impossible to remove the toner stains.**
- **When removing paper which has become jammed inside the machine, remove the jammed paper gently to prevent the toner on the paper from scattering and entering your eyes or mouth. If toner enters your eyes or mouth, wash them immediately with cold water and consult a physician.**

1 Open the front cover.

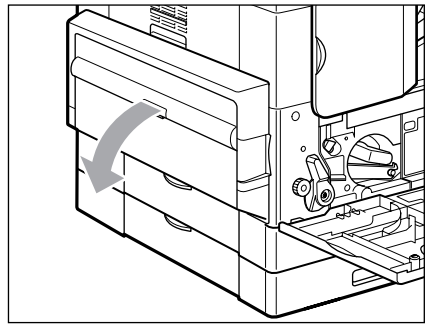


2 If you see the jammed paper, remove it.

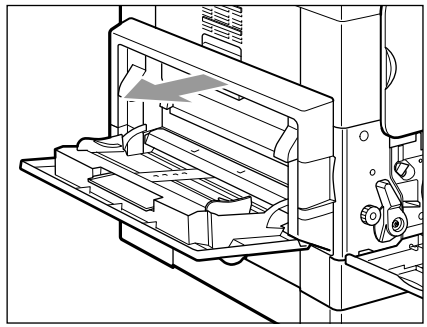
If you cannot remove it, go to step 3.



3 Open the stack bypass.



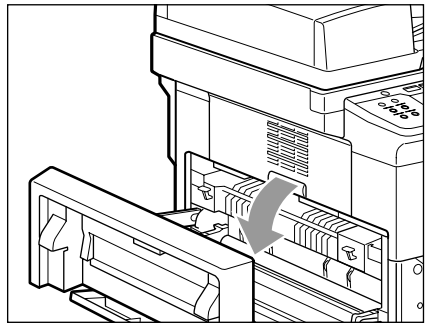
4 Pull out the left cover.



⚠ CAUTION

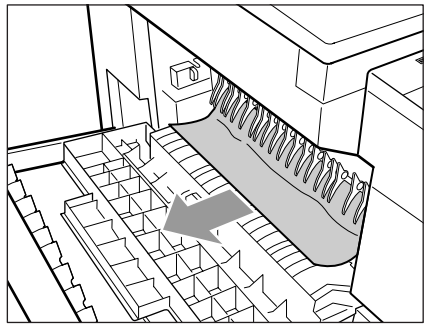
- **Grasp the handle and pull out the left cover horizontally to the left. (Be careful not to pull it upward as it may easily come off.)**

5 Open the upper left cover.



6 If you see any jammed paper, remove it.

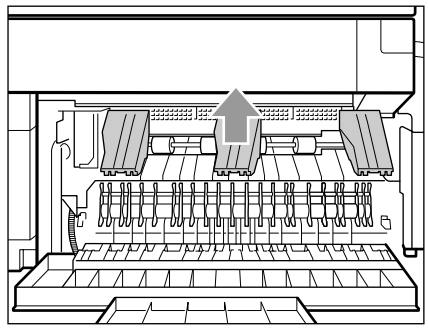
If you cannot remove it, go to step 7.



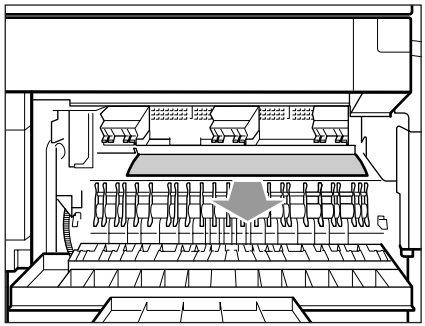
CAUTION

- **Be careful not to touch inside the machine because some parts get very hot.**

7 Holding the green knob, lift the inner guide.



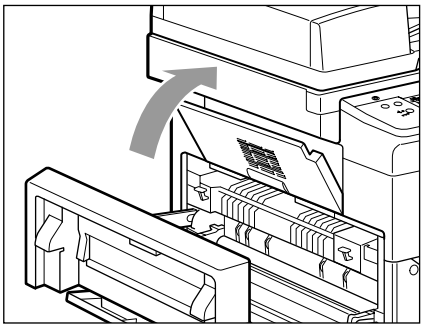
8 Remove any jammed paper under the inner guide.



CAUTION

- **Be careful not to touch inside the machine because some parts get very hot.**

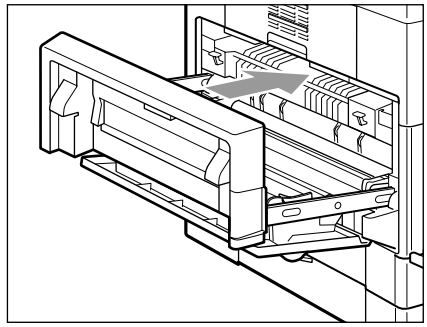
9 Close the upper left cover.



CAUTION

- **When closing the cover, be careful not to get your fingers caught, as this may result in personal injury.**

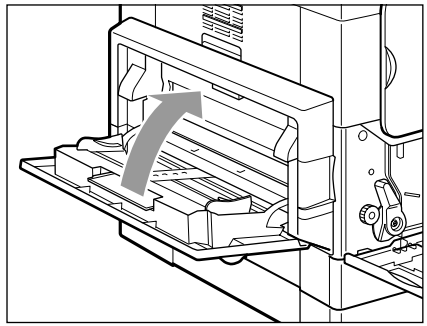
10 Close the left cover.



CAUTION

- **Close the left cover until it latches.**
- **When closing the cover, be careful not to get your fingers caught, as this may result in personal injury.**

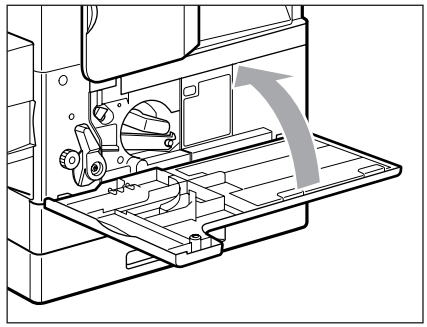
11 Close the stack bypass.



CAUTION

- **When closing the stack bypass, be careful not to get your fingers caught, as this may result in personal injury.**

12 Close the front cover.



CAUTION

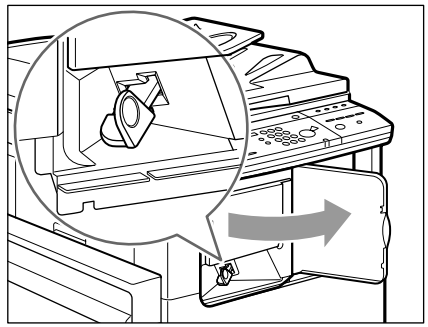
- **When closing the cover, be careful not to get your fingers caught, as this may result in personal injury.**

Replacing the Staple Cartridge in the Stapler Unit-K1

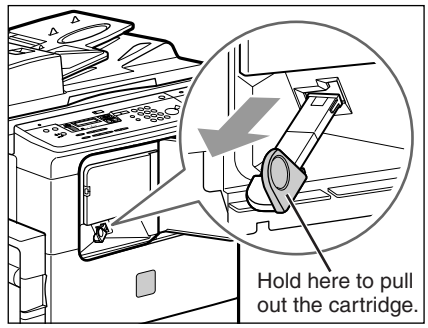
When the finisher is almost out of staples and the staple cartridge must be replaced, the following display appears. Follow the procedure described below to replace the staple cartridge.

```
LOAD STAPLES
```

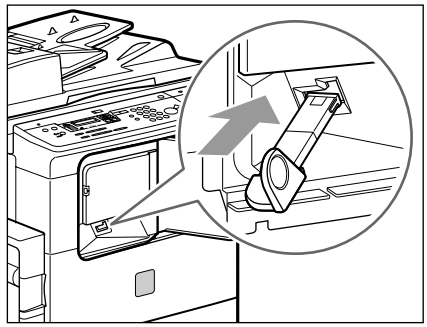
1 **Open the front cover of the finisher.**



2 **Pull out the staple cartridge, holding the tab as illustrated below.**



3 Insert the new staple cartridge.



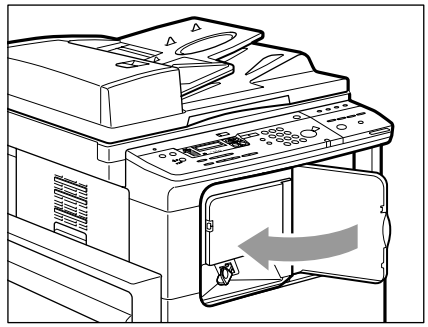
IMPORTANT

- Use only the special staple cartridge intended for use with this machine.

NOTE

- Only one staple cartridge can be inserted at a time.

4 Close the front cover of the finisher.



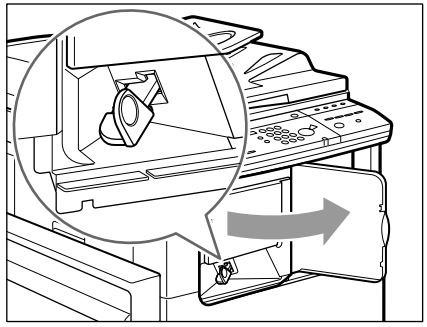
CAUTION

- **When closing the cover, be careful not to get your fingers caught, as this may result in personal injury.**

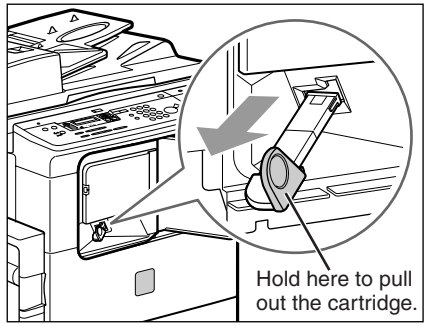
Removing Jammed Staples from the Stapler Unit-K1

If the machine does not staple even though you have set the staple mode, a staple jam may have occurred in the Stapler Unit-K1. Check the staple cartridge and remove jammed staples if necessary.

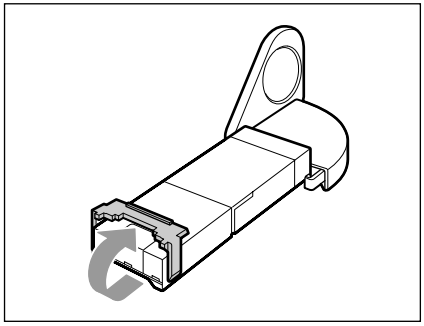
1 Open the front cover of the finisher.



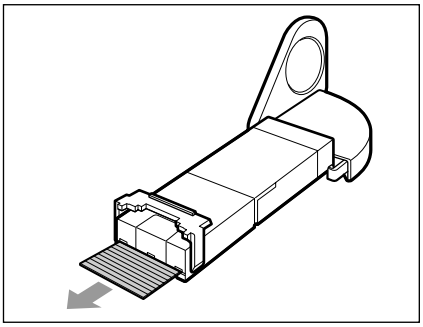
2 Pull out the staple cartridge, holding the tab as illustrated below.



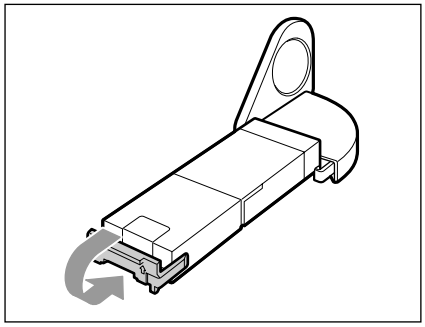
3 **Open the staple cartridge cover.**



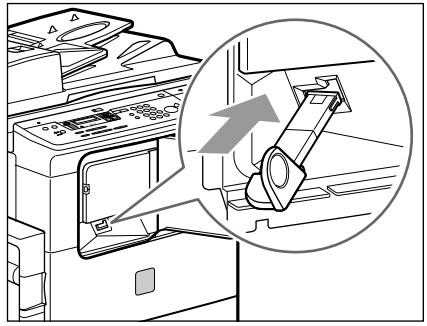
4 **Remove all of the staples that slide from the staple case.**



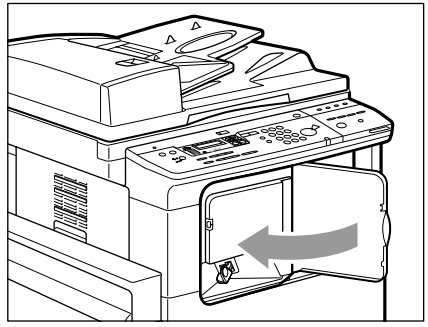
5 **Return the staple cartridge cover to its original position.**



6 Push the staple cartridge back firmly into the finisher.



7 Close the front cover of the finisher.



CAUTION

- **When closing the cover, be careful not to get your fingers caught, as this may result in personal injury.**

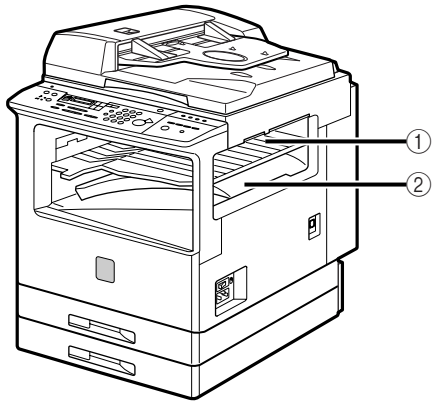
Inner 2-Way Tray-B1

If you attach the Inner 2-Way Tray-B1 to the machine, prints can be delivered to both the Main Tray and the Inner tray.

IMPORTANT

- The Inner Tray is necessary when attaching the Inner 2-Way Tray-B1.
- When the Finisher-L1 is attached, the Inner 2-Way Tray-B1 cannot be attached.

Parts and Their Functions



① Inner tray (Tray A)

This is the additional tray of the Inner 2-way Tray.

② Tray of the main unit (Tray B)

Tray Functions

■ **Collate Function**

This function automatically collates paper into sets arranged in page order, and outputs them.

NOTE

- When the delivered paper reaches the stacking limit of the tray, printing stops temporarily. After you remove the delivered paper from the tray, the remaining printing restarts.

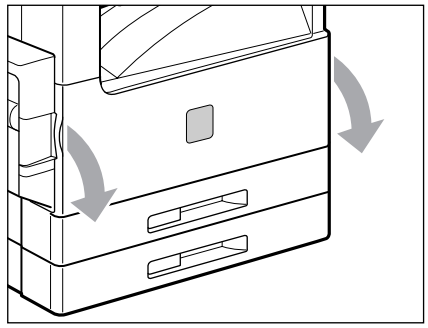
Clearing Paper Jams in the Inner 2-Way Tray-B1

If a paper jam occurs in the Inner 2-Way Tray-B1, the following display appears. Check where the jam occurred, and follow the procedure described below to remove the jammed paper.

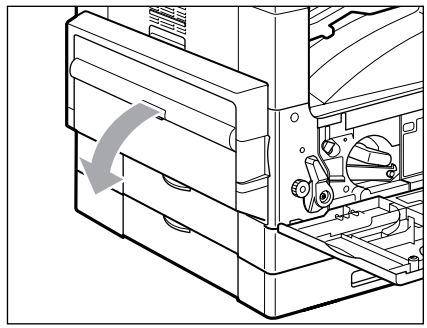
CAUTION

- **When removing jammed originals or paper, take care not to cut your hands on the edges of the original or paper.**
- **When removing jammed paper or when inspecting the inside of the machine, do not allow necklaces, bracelets, or other metal objects to touch the inside of the machine, as this may result in burns or electrical shock.**
- **When removing paper which has become jammed inside the machine, take care not to allow the toner on the jammed paper to come into contact with your hands or clothing, as this will dirty your hands or clothing. If they become dirty, wash them immediately with cold water. Washing with warm water will set the toner and make it impossible to remove the toner stains.**
- **When removing paper which has become jammed inside the machine, remove the jammed paper gently to prevent the toner on the paper from scattering and entering your eyes or mouth. If toner enters your eyes or mouth, wash them immediately with cold water and consult a physician.**

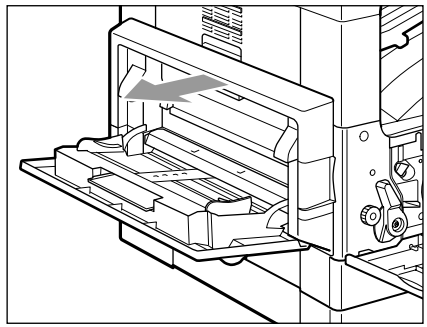
1 Open the front cover.



2 Open the stack bypass.



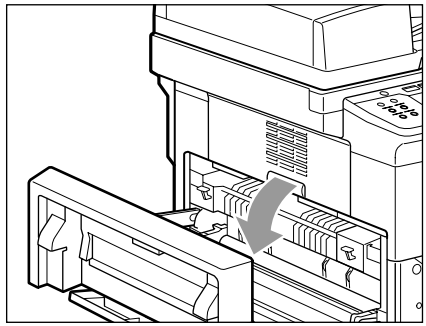
3 Pull out the left cover.



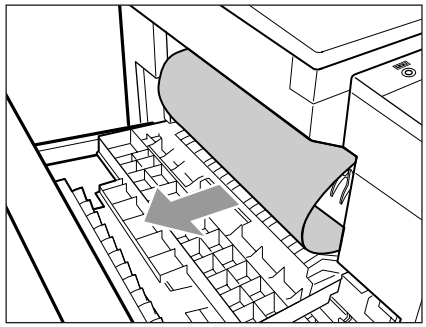
CAUTION

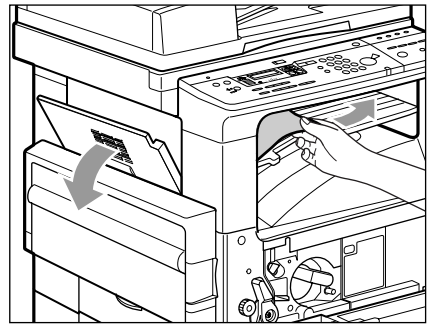
- **Grasp the handle and pull out the left cover horizontally to the left. (Be careful not to pull it upward as it may easily come off.)**

4 Open the upper left cover.

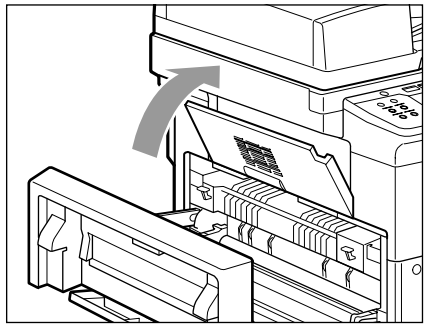


5 Remove any jammed paper.





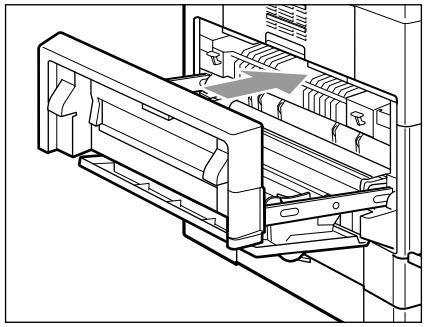
6 Close the upper left cover.



CAUTION

- **When closing the cover, be careful not to get your fingers caught, as this may result in personal injury.**

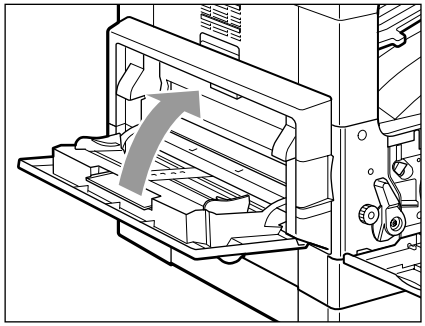
7 Close the left cover.



CAUTION

- **Close the left cover until it latches.**
- **When closing the cover, be careful not to get your fingers caught, as this may result in personal injury.**

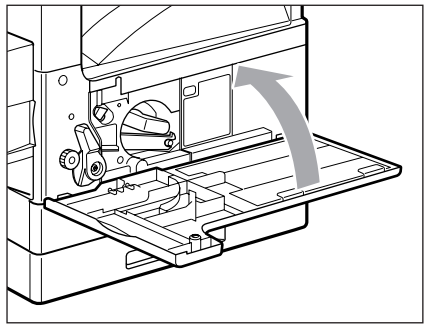
8 Close the stack bypass.



CAUTION

- **When closing the stack bypass, be careful not to get your fingers caught, as this may result in personal injury.**

9 Close the front cover.



CAUTION

- **When closing the cover, be careful not to get your fingers caught, as this may result in personal injury.**

Card Reader

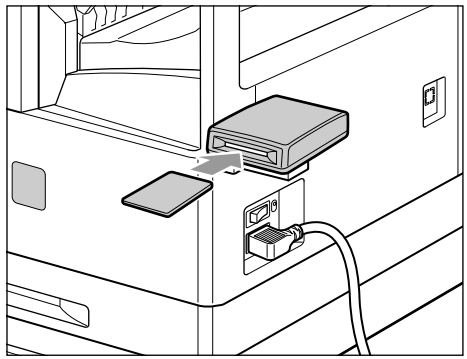
When the Card Reader is attached, insert a control card before operating the machine.

NOTE

- If the standby display does not appear even when the control card is inserted, make sure that:
  - The control card is inserted in the correct direction.
  - The control card is inserted as far as it can go.
  - An unusable control card is not inserted. (For example, cards which are damaged, already used to the set limit, or not allowable.)
- Insert a usable control card correctly.
- For details of how to turn the power on, see 'Main Power and Control Panel Power,' on p. 1-23.

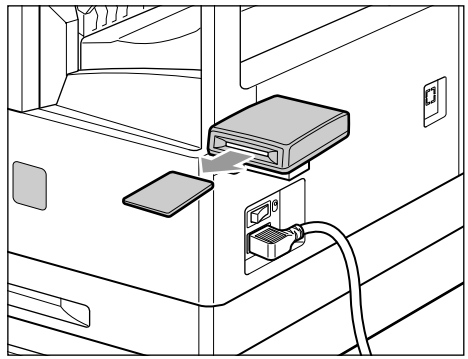
Operations Before Using Copy

1 Insert the control card into the card slot, making sure it is facing in the correct direction.



The standby display appears.

1 **After you finish using the machine, remove the control card.**



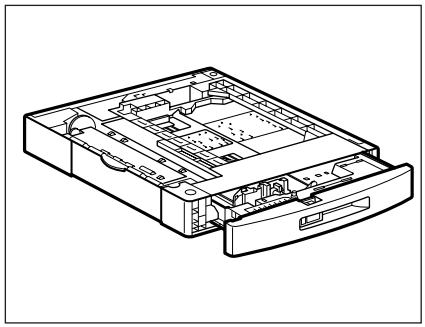
The display returns to the screen for inserting the control card.

Cassette Feeding Module

Cassette Feeding Module-F1

You can adjust the drawers of this module to suit the paper size you want to load. (See “Adjusting a Paper Drawer to Hold a Different Paper Size,” on p. 5-5.)

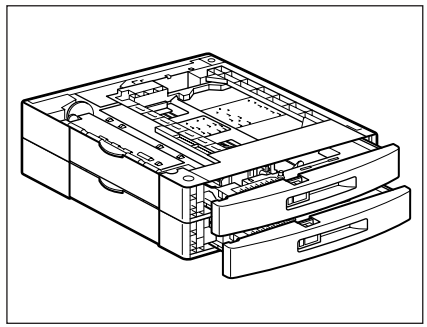
- Available for iR1600 only
- Available paper sizes: A3, B4, A4, B5, A5, 11" x 17", LGL, LTR, and STMT



Cassette Feeding Module-G1

You can adjust the drawers of this module to suit the paper size you want to load. (See “Adjusting a Paper Drawer to Hold a Different Paper Size,” on p. 5-5.)

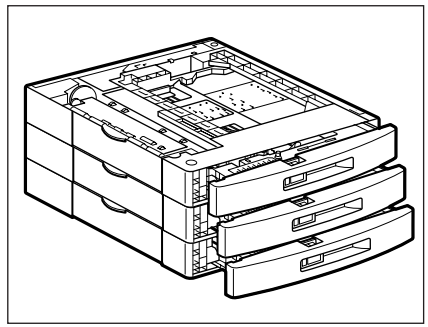
- Available for iR2000 only
- Available paper sizes: A3, B4, A4, B5, A5, 11" x 17", LGL, LTR, and STMT



Cassette Feeding Module-H1

You can adjust the drawers of this module to suit the paper size you want to load. (See “Adjusting a Paper Drawer to Hold a Different Paper Size,” on p. 5-5.)

- Available for iR1600 only
- Available paper sizes: A3, B4, A4, B5, A5, 11" x 17", LGL, LTR, and STMT



Appendix

8
CHAPTER

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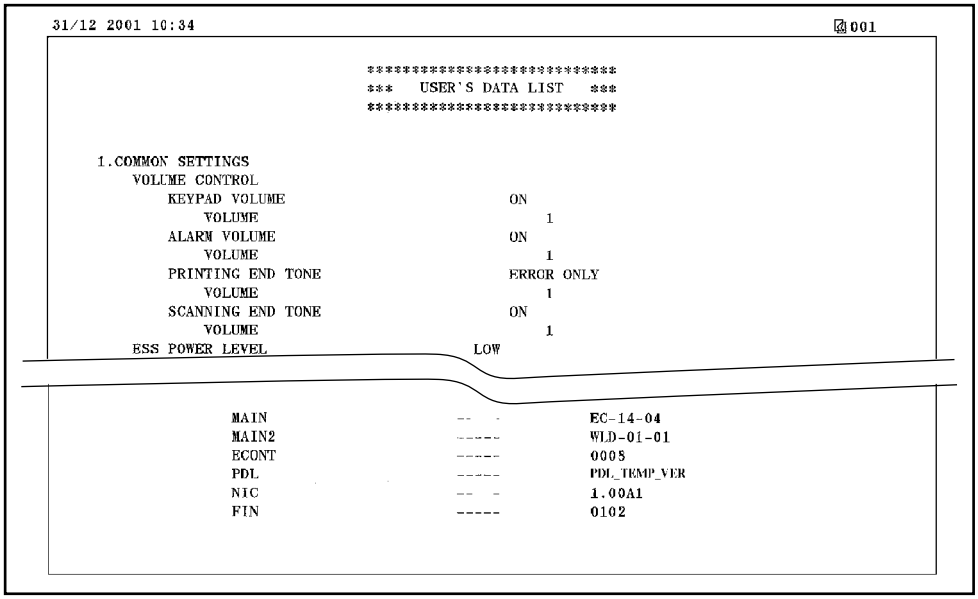
Report Samples

User's Data List



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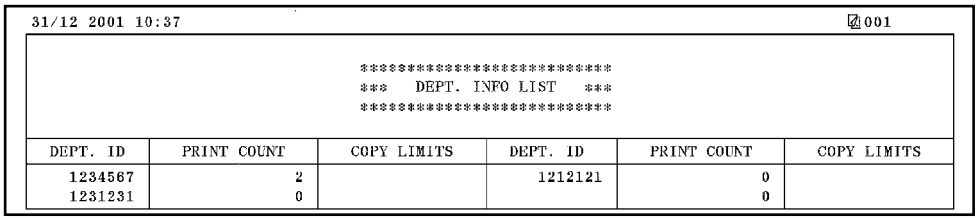
****
*** USER'S DATA LIST ***
****

1.COMMON SETTINGS
VOLUME CONTROL
KEYPAD VOLUME ON
VOLUME 1
ALARM VOLUME ON
VOLUME 1
PRINTING END TONE ERROR ONLY
VOLUME 1
SCANNING END TONE ON
VOLUME 1
ESS POWER LEVEL LOW

MAIN	-- -	EC-14-04
MAIN2	-----	WLD-01-01
ECONT	-----	0005
PDL	-----	PDL_TEMP_VER
NIC	-- -	1.00A1
FIN	-----	0102

Department ID List



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****
*** DEPT. INFO LIST ***
****

DEPT. ID	PRINT COUNT	COPY LIMITS	DEPT. ID	PRINT COUNT	COPY LIMITS
1234567	2		1212121	0	
1231231	0			0	

Specifications

Specifications are subject to change without notice for product improvement or future release.

Main Unit

Name	Canon iR2000/1600
Type	Desktop
Platen	Stationary
Photoconductive material	OPC
Copying system	Indirect electrostatic copying
Developing system	One component dry jumping exposure
Fixing system	Heat Roller Fusing
Resolution	Reading 600 dpi x 600dpi Writing approx. 1200dpi x 600dpi Printing approx. 2400dpi x 600dpi
Number of tones	256
Acceptable paper stock	Paper drawer 60g/m^2 to 90g/m^2 Plain, Colored paper, Recycled paper Stack bypass 60g/m^2 to 128g/m^2 Plain, Heavy, Colored paper, Recycled, Transparency, Labels, Envelopes
Acceptable originals	Sheet, Books, 3-dimensional objects (Up to approx. 2kg)
Maximum original size	297 x 432 mm
Paper sizes	Paper drawer: A3 ▭/B4 ▭/A4 ▯/A4 ▭/B5 ▯/B5 ▭/A5 ▯, 11"x17" ▭, LGL ▭, LTR ▯, LTR ▭, STMT ▯ Stack bypass: A3 ▭/B4 ▭/A4 ▯/A4 ▭/B5 ▯/B5 ▭/A5 ▯/A5 ▭, 11"x17" ▭, LGL ▭, LTR ▯, LTR ▭, STMT ▯, STMT ▭, Free-size (100mm x 148mm to 297mm x 432mm), Envelopes (US Commercial 10, European DL, Monarch)
Non-image areas	Leading edge: 2.5 ± 2.0mm Left and right side: 2.5 ± 2.0mm Trailing edge: 2.5 ± 2.0mm

Warm-up time	When main power is turned on: approx.30 seconds Activation time from Energy Saver mode: Power Consumption at Energy Saver mode: <LOW>: approx.30 seconds Power Consumption at Energy Saver mode:<HIGH>:approx.10 seconds *Activation time may vary depending on the conditions under which the machine is used. (In all cases, at a room temperature of 20°C.)
First copy time	Platen glass selected: 8.2 seconds (A4 ▯, direct, paper drawer 1)
Copy speed	

		iR2000	iR1600
Direct	A3 ▭	9cpm	9cpm
	B4 ▭	10cpm	10cpm
	A4 ▯	20cpm	16cpm
	A4 ▭	15cpm	12cpm
	B5 ▯	20cpm	16cpm
	B5 ▭	16cpm	13cpm
	A5 ▯	20cpm	16cpm
	11" x 17" ▭	9cpm	9cpm
	LGL ▭	10cpm	10cpm
	LTR ▯	20cpm	16cpm
	LTR ▭	15cpm	12cpm
	STMT ▯	20cpm	16cpm
Reduction	A3 ▭ → B4 ▭ (86.5%)	10cpm	10cpm
	A4 ▭ → B5 ▭ (86.5%)	16cpm	13cpm
	B4 ▭ → A4 ▭ (81.6%)	15cpm	12cpm
	A3 ▭ → A4 ▭ (70.7%)	15cpm	12cpm
	B4 ▭ → B5 ▭ (70.7%)	16cpm	13cpm
Enlargement	B4 ▭ → A3 ▭ (115.4%)	9cpm	9cpm
	B5 ▭ → A4 ▭ (115.4%)	15cpm	12cpm
	A4 ▭ → B4 ▭ (122.4%)	10cpm	10cpm
	A5 ▭ → B5 ▭ (122.4%)	16cpm	13cpm
	A4 ▭ → A3 ▭ (141.4%)	9cpm	9cpm
	B5 ▭ → B4 ▭ (141.4%)	10cpm	10cpm
	A5 ▭ → A3 ▭ (200%)	9cpm	9cpm

Except when paper is fed from the stack bypass.

Magnification	Direct	1:1 (±0.5%)
	Reduction	1:0.865 (A3 → B4/A4 → B5)
		1:0.816 (B4 → A4/B5 → A5)
		1:0.707 (A3 → A4/B4 → B5)
		1:0.500 (A3 → A5)
	Enlargement	1:1.154 (B4 → A3/B5 → A4)
		1:1.224 (A4 → B4/A5 → B5)
		1:1.414 (A4 → A3/B5 → B4)
		1:2.000 (A5 → A3)

Paper feeding system	Paper drawer: 250 sheets x 2 drawers (80g/m^2) (iR2000) 250 sheets x 1 drawer (80g/m^2) (iR1600) Stack bypass: 100 sheets (A4 ▯/A4 ▭/B5 ▯/B5 ▭/A5 ▯/A5 ▭/LTR ▯/ LTR ▭/STMT ▯/STMT ▭, 80g/m^2) 50 sheets (A3 ▭/B4 ▭/LGL ▭/11"x17" ▭, 80g/m^2) 50 sheets (Transparencies/Heavy weight paper, 90~128g/m^2) 10 envelopes
Exposure control	Automatic or manual exposure control
Multiple copies	99 sheets max.
Power source	220 – 240 V AC ± 10% (50/60 Hz)
Max power consumption	940W max.
Dimensions (W x D x H)	615 x 631 x 645 mm (iR 2000) 615 x 631 x 560 mm (iR 1600)
Installation space (W x D)	852 x 631 mm (Dimensions of stack bypass tray is given for extended condition.)
Weight	Approx. 43.4kg (iR 2000) Approx. 38.0kg (iR 1600)

Feeder (ADF-J1)

Type	Automatic Document Feeder
Originals	Original supply tray: A3 ▭/B4 ▭/A4 ▯/A4 ▭/B5 ▯/B5 ▭/A5 ▯/A5 ▭/B6 ▯/ 11" x 17" ▭/ LGL ▭/ LTR ▯/ LTR ▭/ STMT ▯
Original paper weights	38g/m^2 to 128g/m^2 (One-page scanning for 38g/m^2 to 52g/m^2 and 105g/m^2 to 128g/m^2)
Original tray capacity	A4 ▯/A4 ▭/B5 ▯/B5 ▭/A5 ▯/A5 ▭/B6 ▯: 50 sheets (80g/m^2) A3 ▭/B4 ▭/LGL ▭/11"x 17" ▭: 25 sheets (80g/m^2)
Original replacement speed	20 sheets/minute (A4 ▯)
Power source	From main unit
Power consumption	Maximum 30W
Dimensions (W x D x H)	592 x 484 x 122 mm
Weight	Approx. 7.1kg

Finisher-L1

Paper	64g/m^2 to 128g/m^2
Capacity per tray	Non-collate/Collate mode A4 ▯/A4 ▭/B5 ▯/B5 ▭/A5 ▯/A5 ▭/LTR ▯/LTR ▭/STMT ▯/STMT ▭: 300 sheets (80g/m^2) or 47mm B4 ▭/LGL ▭ : 200 sheets (80g/m^2) or 47 mm A3 ▭/11" x 17" ▭ : 100 sheets (80g/m^2) or 47 mm Staple mode A3 ▭/B4 ▭/A4 ▯/A4 ▭/B5 ▯/LTR ▯/LTR ▭/LGL ▭/11" x 17" ▭ : 30 sets (80g/m^2) or 47mm
Max. stapling capacity	15 sheets
Available staple size	A3 ▭/B4 ▭/A4 ▯/A4 ▭/B5 ▯/LTR ▯/LTR ▭/LGL ▭/11" x 17" ▭
Available offset size	A3 ▭/B4 ▭/A4 ▯/A4 ▭/B5 ▯/A5 ▯/LTR ▯/LTR ▭/LGL ▭/11" x 17" ▭/ STMT ▯
Power source	From main unit
Power consumption	Max 22W
Dimensions (W x D x H)	491 x 491 x 245 mm
Installation space (W x D)	947 x 631 mm (With the stack bypass opened and the output tray of the finisher extended)
Weight	Approx. 9kg

Inner 2-way Tray-B1

Capacity (Tray A only)	A4 ▯/B5 ▯/LTR ▯ : 100 sheets (80g/m^2) Other sizes : 50 sheets (80g/m^2)
Power source	From main unit
Dimensions (W x D x H)	149 x 420 x 254 mm
Installation space (W x D)	Incorporated in the main unit
Weight	Approx. 3.5kg

Card Reader

Card to be used	Magnetic type card, Optical type card
Card readout method	Magnetic/Optical readout
Magnetic card reading direction	Inserting Direction
Store/replay	Replay
Power source	From main unit
Dimensions (W x D x H)	88mm x 100mm x 32mm
Weight	Approx. 295g

Specifications are subject to be changed without notice.

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